**COORDINATOR OF WELLNESS AND HEALTH SERVICES**

**POSITION DESCRIPTION**

**Title:** Coordinator of Wellness and Health Services

**Department:** Health Services

**FLSA:**  Exempt

**Reports to:** Province Leadership Team Liaison

**Core Hours:** Full-Time. Work schedule will fluctuate depending upon need. Position will require some overnight travel.

**General Summary:**

This person is responsible for the coordination of wellness and health services for Sisters residing throughout the United who request assistance or who have been identified as in need of assistance. The goal of this coordination is to identify potential risk factors through clinical assessment and to assist Sisters in accessing health services that will promote the highest practical quality of health and life. The coordinator works under the direction of a member of the provincial council and in collaboration with the administrator and director of nursing of the care facility to promote a seamless integration of health services. The coordinator works collaboratively with local leaders and the council and adheres to the communication process established by the council.

**Essential Duties and Responsibilities:**

1. Develops relationships with each Sister through a clinical assessment process that will identify health related needs and risk factors that could negatively impact the physical, social or psychological health of the Sister
2. Facilitates the development of a plan of care in collaboration with the Sister that maximizes health and is based on a person directed model of care that supports the community goals and values
3. Provides care management services to Sisters based on the plan of care that includes but is not limited to: information and referral to health and wellness professionals, accessing home and community based services, accessing higher levels of care if needed and providing ongoing support, close coordination and, if needed/requested, physical assistance as Sisters access services
4. Identifies professionals in different geographic areas to assist with resource referrals on an as needed basis.
5. Assists Sisters in the ongoing review of their Advanced Directives, updates records as changes occur and maintains the records based on Province policies.
6. Provides ongoing communication with identified members of Province leadership regarding changes in Sisters’ health care needs.
7. Identifies and provides recommendations to Sisters and council when the need for a higher level of care is required.
8. Facilitates the development of an integrated support system with other religious communities that could provide an additional level of back up expertise and assistance.
9. Provides advocacy services for Sisters during an acute care episode or short term rehabilitation stay during interactions with physicians and other health care professionals.
10. Develops educational programs (based on current trends and evidence based practices) on an individual, group or Province wide basis, which may include chronic disease management, physical and social wellness, psychological conditions, memory loss, and aging and newly diagnosed health conditions, and disseminates information through a variety of media.
11. Works in collaboration and mutual advocacy with the council to assist Sisters in decision making of health related life choices and accessing services.
12. Assists the local leader and care facility team when a Sister requires relocation to the care facility and facilitates a safe comprehensive transfer.
13. Coordinates and provides in-service training for care facility staff.
14. Review medical records.

**Skills, Knowledge and Abilities:**

1. Education: Bachelor’s of Nursing degree.
2. Experience: Minimum of 3-5 years of care management experience. Demonstrated knowledge of health care systems that include acute care, home and community based services and long term care.
3. Supportive of the mission and values of the congregation.
4. Demonstrated knowledge of person directed model of care.
5. Demonstrated knowledge of clinical assessment skills.
6. Demonstrated knowledge of principles of advocacy.
7. Ability to research and share knowledge of community resources in a variety of geographic areas in the USA.
8. Ability to work independently with a high degree of flexibility and time management.
9. Ability to develop and maintain collaborative relationships within the communities and with a variety of health care professionals.
10. Demonstrated ability to communicate professionally and compassionately with Sisters who may not recognize or request need for intervention.
11. Proficient knowledge of Internet Explorer, Microsoft Office and other professional computer programs as needed.
12. Valid Driver’s license and means of transportation. Department of Motor Vehicle

Check will be required.

1. Ability to travel frequently by car or other means of transportation to carry out responsibilities.

**Work Environment:**

Position requires work in office setting and travel. Onsite visits to Sisters’ communities and other facilities. Ability to assist Sisters with transportation and with getting into and out of vehicles; Some overnight travel will be required.

**Physical Requirements: (Regularly 67-100%)**

* Sitting.
* Fingering, grasping, feeling
* Hearing-Ability to hear normal conversation, routine telephone communication.
* Vision-Must be able to read reports and use computers.
* Read, comprehend, reason, interpret and analyze.
* Written Communication
* Standing, walking and talking. **(Frequently 34-66%)**
* Push, pull or lift and/or carry up to 15 pounds.

**Reasonable Accommodations:** To perform this position successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work required in this position. This is not meant to be an exhaustive list of responsibilities, duties and skills required. I have read the position description and I understand the duties and responsibilities of the position. I am stating that I am fully capable of performing the responsibilities of this position with or without a reasonable accommodation.

**SIGNATURES**

**EMPLOYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**

**PROVINCE LEADER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**