

This is a job description sample and is for general information purposes; it is not shared with the intention to serve as a legal document. If you wish further information please feel free to contact Sister Cathy Olds colds@snjmusun.org.

**Sisters of the Holy Names of Jesus and Mary
U.S.-Ontario Province**

Job Description

Job Title: Health and Well-Being Administrator
Department: Health and Well-Being (H & WB)
Reports To: Province Leadership Team Liaison
FLSA Status: Exempt

SUMMARY: Leadership role in facilitating holistic Health and Well-Being continuum of services for Sisters across the Province. Works closely with Leadership Team in all areas relating to rapidly evolving health arena. Has overall responsibility for supervising the delivery of services in each area of the Province whether a Sister is living independently or in a health facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works closely with PLT team and H & WB Director of Benefits, Resources and Care Consultation (H & WB Director) to plan for meeting the day to day needs of the Sisters for Health & Well-Being within the network of services and resources currently in place and those needing to be developed.
2. Works closely with PLT lead, Community Life Coordinator(s), Clinical / Care Coordinators, and significant others wherever there is a significant number of SNJM Sisters in a religious community, not for profit or for profit facility to assure optimal care of Sisters. Establishes appropriate relationships with Administration/Nursing personnel in facilities.
3. Visits areas of the Province as needed to experience first- hand Sisters overall health, the facilities Sisters are in and the services/resources being used and/or needed for Sisters living independently as well as supporting and coordinating with area SNJM Health & Well-Being personnel.
4. Works closely with Director of Benefits, Resources and Care Consultation:
 - in responding to health care and benefit needs of the Sisters and day to day Sister health situations that arise
 - communicating with regional H & WB team members
 - planning education avenues to enhance well-being of Sisters
 - developing and implementing Province Health & Well-Being policies, guidelines and procedures

- managing contracts with outside Health & Service Agencies
5. Responsible for hiring, supervising, assisting, communicating with:
 - ❖ Province Director of Benefits, Resources, and Care Consultation
 - ❖ Province H & WB Office Specialist
 - ❖ SNJM Employee Clinical Care Coordinator / Care Coordinator
 - ❖ Sister Relationship: Windsor, ON
 6. With PLT and H & WB Director communicates and coordinates care areas with SNJM Sisters working with Sisters in health situations in CA, FL, Mid-Atlantic, NY, WA *and* Windsor.
 7. Responsible for developing/administering Province H & WB department budgets and supervising regional H & WB budget administration.
 8. Working closely with PLT, coordinates Province and Regional centralization and updating of Sisters Health information.
 9. Responsible for coordinates, implementing and keeping updated information in relation to Province Driving Guidelines.
 10. Collaboration with Other Religious Communities:
 - ❖ Initiates and/or collaborates with other religious communities in exploring intercommunity possibilities relating to systems of care/service. Lead responsibility and coordination in:
 11. As requested by Province Leadership Team participates on SNJM Committees and attends Intercommunity meetings.
 12. Works collaboratively with U.S.-Ontario Province Department Directors and administrative staffs.
 13. Keeps current regarding trends and changes in healthcare delivery, public and community programs through participation in related professional organizations, reading professional literature, and consultation with others. Takes lead for recommending, implements, and evaluates new best practices.
 14. Is responsible for the planning and conducting an annual H & WB Program conference with PLT H & WB lead and H & WB Director.
 15. With H & WB Director and Clinical/Care Coordinators provides and/or assists with education of Sisters about health and well-being topics and available resources.
 16. Other duties as assigned.

SUPERVISORY RESPONSIBILITY:

- Health and Well-Being Director of Benefits, Resources and Care Consultation
- Health & Well-Being Office Specialist
- Clinical Care Coordinators
- Care Coordinators
- Care Giver: Windsor, ONT

QUALIFICATIONS: *The requirements listed below are representative of the knowledge, skills, and/or ability required to perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: BS or MS degree in health care administration or a closely related field.

Experience: Minimum of 5 years senior-level leadership experience in a not-for-profit health care, life care community, elder services, or similar environment.

Skills, Knowledge and Abilities:

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must be able to respect and maintain confidentiality of sensitive information.
4. Proven ability to provide effective leadership and management in all aspects of Health and Well-Being initiatives and programs.
5. Proven ability to work effectively and diplomatically with a wide variety of individuals and groups.
6. Supervisory experience; ability to coach, direct and lead staff in collaborative and respectful manner.
7. Success in developing and working with collaborative partnerships, both internal and external to the organization.
8. Understanding of change management and ability to lead and manage change positively and enthusiastically.
9. Knowledge of and special sensitivity to religious life and the SNJM culture.
10. Ability to respond to urgent and/or stressful situations appropriately and calmly.
11. Knowledge of and special sensitivity to the needs of the aging and women's health issues.
12. Valid drivers' license and personal vehicle
13. Ability to travel frequently across the Province in carrying out job responsibilities.
14. Excellent documented written and oral communication skills.
15. Basic proficiency in Microsoft Office Word, Outlook, and Excel. Competence in or openness to learning current and future communication technologies (e.g. web conferencing, instant messaging, etc.).

PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:

Performs sedentary work. Some stooping and/or bending when using files. Light lifting (5 – 10 lbs,) occasionally required.

HOURS WORKED: Full-Time Frequent Travel required. Weekend and Evening Hours as needed.

EQUIPMENT USED:

Personal computer, keyboard, mouse; office telephone/voice mail system, and web conferencing equipment.

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

I _____ acknowledge that I have reviewed the above job description.
(Name of Employee)

Employee Signature

Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMEN