

St. Francis Convent – Job Posting



Position: Health and Wellness Coordinator

We are looking for a Health and Wellness Coordinator to join our organization. In this position, you will be helping to support the mission of the Sisters of St. Francis of Assisi by helping to manage their care. If you are looking for an exciting career opportunity where you'll have the chance to truly make a difference in the lives of others, then this is a perfect fit for you!

Position Summary: The Health and Wellness Coordinator serves the role of an advisor and a consultant for the health and wellness services provided to the Sisters of St. Francis of Assisi on mission or outside entities.

Responsibilities:

Communication

1. Communicates regularly with the Leadership Team liaison and when appropriate, the OPRD, Local Coordinators and Director of Nursing for Franciscan Shore for the purpose of communication, planning, support, and evaluation.
2. Prepares monthly updates on Sisters, reporting changes in physical, cognitive, and social changes as they age in place.
3. Provides same day notification to the entire Leadership Team, Local Coordinators and OPRD when there are immediate changes in the health of a Sister.
4. Meets regularly as needed with the Director of Nursing in Franciscan Shore to keep lines of communication open regarding needs of Sisters living outside of St. Francis Convent.
5. Secures permission from the Sister to communicate with medical personnel, the congregation, family members and others on a need to know basis.

Cultivates Relationship

1. In collaboration with the OPRD, assesses Sisters living outside of St. Francis Convent to determine needs and readiness to receive outside help that will allow aging in place.
2. Works with the Coordinator of Federal Programs for Franciscan Shore to assure insurance coverage with Medicaid if possible, and work with a Sister in choosing options for receiving reimbursement for Aging in Place services.
3. Contacts all Sisters living outside of St. Francis Convent for an annual update on services needed.

Plans for Aging in Place

1. Identifies and designs a specific needs timeline for immediate, short term and long-term planning for Aging in Place for each Sister as appropriate. The timeline includes matters of safety, nutrition, medications, housing, and activities of daily living. [ADLs]
2. Provides wellness education to promote self-responsibility for one's own health and well-being with special attention to transitions required across the continuum of care. Utilize local resources as needed.
3. Reviews any medical concerns and desires with the Sister related to all her needs and assist with appropriate referrals and serve as her advocate when needed [Agnesian].
4. Informs the Assistant Facilities Manager regarding Sisters' driving skills and difficulties when there is a safety/health concern encouraging cooperation when driving skill assessments are recommended.
5. Coordinates and plans for obtaining specific resources such as grocery delivery, medical devices, social needs, adaptive equipment for showers or tubs, transportation, and other needs for Aging in Place, collaborating with the Director of Maintenance when needed.



6. Develops, reviews, oversees and evaluates with a Sister any action plans regarding medical needs, falls, accidents, fire and emergency circumstances with steps that are clear and can be easily followed.
7. Assesses the need for a Medical Alert system and/or provide some kind of “safety net” especially for Sisters in remote locations.
8. Assists the OPRD to coordinate a support team as needed, of appropriate staff with/for individual Sisters as they transition to Franciscan Shore or other community houses.
9. Upon the death of a Sister outside of Franciscan Shore, prepares necessary papers for the Funeral Director in conjunction with the Congregation Secretary.

Initial Evaluation with Sisters

1. Reviews, evaluates, and implements all aspects of planning for a Sister’s need at the time of request, 2-6 weeks post initial visit, then as needed.
2. Confirms that Sisters’ emergency contact numbers are current for appropriate contact by the Leadership Team, the POA, Local Coordinators and family members.
3. Confirms that a copy of her POA is on file in the Health and Wellness Director’s office and an updated copy has been given to the Primary and Secondary POA’s.
4. Exercises discretion and judgement while reviewing the action plan with a Sister who demonstrates any changes in her condition.

Administrative Responsibilities

1. Designs and maintains flow sheets:
 - a. Contacts with Sisters, local communities, family members, Leadership Team Liaison, via phone logs, email, and other forms of communication.
 - b. Coordinates all aspects of a Sister’s care plan developed in collaboration with her, including plans after discharges from a hospital or need for rehab/skilled care facilities as needed.
 - c. Communicates events of note to the Leadership Team liaison and Director of the Office for Personal and Religious Development regarding falls, changes in cognitive abilities, and other incidents that impact the Sister’s ability to Age in Place safely
 - d. Creates a call list of OSF volunteers willing to accompany Sisters to medical appointments when Local Coordinators are not available.
2. Prepares an Annual Budget
3. Work with Leadership Team liaison with monthly paperwork related to approved HWC expenses.
4. Collaborates with Franciscan Shore transportation services when necessary to assist with medical transportation matters.
5. If using a personal vehicle, keeps track of mileage for reimbursement according to the OSF policy and IRS standards of practice.
6. Other duties as assigned.

Requirements:

- **Education/Experience:** A graduate of an accredited nursing, social work, or comparable program with 5 or more years of experience. Previous education or experience in eldercare, homecare, and/or aging in place philosophy and care with a willingness to learn. Must have a valid RN, LPN or other credential or licensure for the state of WI. A valid CPR certification is preferred.
- **Skills/Abilities/Knowledge:**
 - Demonstrated administrative skills, including interpersonal relationships, trust-building, and reporting.



- Ability to communicate effectively with healthcare providers, community organizations, Sisters and families, OSF community members and others.
- Working knowledge of Microsoft computers and software with demonstrated ability to learn.
- Reliable transport may be required when an OSF pool vehicle is unavailable.
- Excellent organizational and time management skills, including the ability to problem solve and handle multiple details and flexibility.
- Knowledge of the interdependent relationships of ministry, the mission, values, charism and spirit of the congregation, and ways of religious community living.
- Knowledge of the aging process together with a compassionate understanding of the concerns and needs of the Sisters.
- Ability to maintain strict confidentiality, respect and support for a Sister's dignity and self-agency in dealing with health-related transitions. A sensitivity to the Sisters' right to privacy is essential.
- Ability to work independently and collaboratively with others in planning and implementing Aging in Place, making timely referrals for placements and programs that meet individual needs.
- A high level of professional skills, adaptability, and self-motivation, including a sense of humor.
- Ability to use and interpret medical terminology.
- Ability to comprehend and interpret a variety of documents including statistical reports, referrals, Sisters' records, lab reports, policy manuals, medical references etc.
- Ability to mobilize interdisciplinary partnerships and identify resources/services.
- Able to travel to OSF locations. A valid driver's license and proof of adequate automobile insurance coverage is also required.

Details:

Shift & Hours of position: 1st shift, Part-time position, 20-25 hours per week, Monday – Friday, on-call every other weekend. Must be available between 9 am – 4 pm

Hourly Rate: \$30-37 per hour