



USA Jesuits of the Central and Southern Province

POSITION TITLE: Provincial Assistant for Health Care

REPORTS TO: Provincial

PAY GRADE: Salary

GENERAL RESPONSIBILITIES:

The Provincial Assistant for Healthcare (PAHC) supports the mission of the Society of Jesus in meeting the healthcare needs of the members of the USA Central and Southern Province (UCS). The PAHC assumes responsibility for the coordination and management of services and the promotion of health and wellness for UCS Jesuits. As a member of the provincial's staff, the PAHC serves as a consultant to the provincial, local superiors, and individual Jesuits to assist with decisions in health assessment, treatment, and care management.

PRINCIPAL FUNCTIONS AND DUTIES:

1. Oversees the work of the Regional Health Care Coordinator. Provides oversight and support to the Director of Nurses at two private retirement homes.
2. Visits each community within the Missouri/Colorado region to meet one-on-one with individual Jesuits to assess, support and address their health and well-being. Completes and maintains a confidential, accurate and current health record for each Jesuit utilizing the health care database system. This includes up to date health proxy/durable power forms.
3. Provides ongoing support to local rectors or superiors to assure appropriate health care is accessible, address concerns or plan for health initiatives.
4. Assists with transition planning for Jesuits who need more care and support than their current community can provide.
5. Acts as a resource for health information to individual Jesuits or communities; provides education on health topics as needed or requested. Maintains a list of medical, dental, and ancillary providers to be shared as needed/requested.
6. Provides care coordination for UCS Jesuit living outside the UCS Province or outside the country.
7. Assists in administering the Jesuit Health Trust through the Aetna network. This can include assisting with processing claims. Works in collaboration other PAHC to identify insurance issues, exceptions to standard coverage and trends which may impact the Jesuit Health Trust.
8. Assists with coordination of mental health and addiction services at the request of the provincial, socius or local superior.
9. Alerts the provincial and socius to serious concerns related to the well-being of individual Jesuits or communities.

10. Advises the provincial as requested regarding health issues that impact mission availability.
11. Reviews healthcare records for candidates for entrance to the Jesuits.
12. Utilizes the Jesuit Health Care Database (File Maker Pro) to track and document individual health information.
13. Collaborates with the other provincial assistants for health care (PAHC) of the assistancy to identify best practices, set national recommendations and create educational opportunities for national bi-annual gatherings of the superiors of jesuit health care homes and the directors of nursing, regional health care coordinators and lay administrators of Jesuit Health Care.
14. Promotes the guidelines for the health of Jesuits as found in The Jesuit Health Care Handbook for the United States Assistancy.
15. Performs other duties as assigned by the provincial.

SKILLS AND ABILITIES REQUIRED:

1. Ability to establish a working rapport and a trusting relationship with religiously vowed men of all ages.
2. Understanding of and commitment to the vision, values, and mission of the Society of Jesus.
3. Must have strong written and verbal communication skills.
4. Excellent organizational skills, time management, and problem resolution skills.
5. A sound understanding of clinical assessment, care planning, health education and collaborative care.
6. Ability to function successfully in a self-directed but collaborative work environment.
7. Ability to travel as required.
8. Computer literacy.

MINIMUM LEVEL OF PREPARATION AND TRAINING NORMALLY REQUIRED:

1. Candidates for the position must possess a current R.N. or Nurse Practitioner license
2. Be in good standing in the state of Missouri.
3. Have a minimum of 3-5 years practice in adult healthcare management, home health, or senior residential assisted living.
4. The job requires at least a BSN degree in general or gerontological nursing from a program accredited by the National League for Nursing (NLN.)
5. Must be proficient with Microsoft Excel, Word, and Outlook

WORKING HOURS and CONDITIONS:

Hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. In addition, candidate must be available for emergency calls outside of business hours and occasionally for meetings on weekends.

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, office copiers, printers and phone systems.

PHYSICAL REQUIREMENTS:

This role requires the employee to stand; walk; sit for prolonged periods of time at a desk working on a computer; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move products, supplies, and electrical equipment up to 40 pounds.

TRAVEL:

The position of Provincial Assistant for Health Care requires 5-6 trips each year.

DIRECT REPORTS:

Regional Health Care Coordinator

Created / Updated by / date: Ana Casey October 2020

This job description is not intended to cover all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Additionally, this job description does not constitute a contract of employment and the company may exercise its employment-at-will right at any time.