USA Jesuits of the Central and Southern Province

POSITION TITLE: Regional Health Care Coordinator

REPORTS TO: Provincial Assistant for Health Care

PAY GRADE: Exempt / Salary

GENERAL RESPONSIBILITIES:
The regional health care coordinator (HCC) 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 HCC assumes responsibility for the assessment, planning and coordination of care to respond to the needs of UCS members residing with the southern region of the UCS Province.

PRINCIPAL FUNCTIONS AND DUTIES:

1. Meets at least annually with each Jesuit member of his/her designated region.
2. 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. Acts as a resource, providing guidance and support to local superiors in planning for and responding to the health care needs of the Jesuits.
4. Maintains a database of physicians, dentist, and ancillary care providers as a resource for individual men or superiors as needed.
5. Coordinates plans of care for individual Jesuits with specific health care needs related to acute and chronic medical and psychological conditions requiring care outside of the local community, in hospitals or rehabilitation centers.
6. May accompany Jesuits to medical appointments, determined on a case-by-case basis, to provide nursing support and guidance and facilitate coordination of care.
7. Acts as a resource for all immediate and preventative health queries.
8. Offers support and encouragement to individuals dealing with health diminishment, transitioning to Jesuits care homes or facing serious acute injury/illness.
10. Attend bi-annual (once every two years) meeting of all Jesuit Health Care Providers across the Assistancy.

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.

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 which they reside.
3. Have a minimum of 3-5 years practice in adult healthcare management, home health, or senior residential assisted living.
4. Must be proficient with Microsoft Excel, Word, and Outlook

COMMUNICATION EXPECTATIONS:

This position will maintain frequent contact with the provincial assistant of health care as directed by the provincial assist for health care.

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 brief 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 Regional Health Care Coordinator will require approximately 10-12 trips per year.

DIRECT REPORTS:

Not applicable.

send all inquiries, resumes and cover letters to ucssocius@jesuits.org

Created / Updated by / date: Ana Casey, October 2020
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