

SCHOOL SISTERS OF NOTRE DAME CENTRAL PACIFIC PROVINCE

Job Title: Health and Wholeness Coordinator

Date: July 27, 2022

Location: Shakopee, MN

Department: Wellness

General Summary:

This position is responsible for the ongoing development and administration of the Wellness program for the Central Pacific Province. This includes the provision of consultation, outreach, advocacy, direct service, and educational programs to and for the Sisters on Mission and for the Sisters considered independent living. It requires a continuing commitment to professional development in the fields of health care directly related to the needs of the population served, the development of networks of professional contacts to enhance the effectiveness of services provided, and an ability to communicate effectively with all parties involved to reach the best possible health and wellbeing outcomes for the Sister being served.

Essential Duties and Responsibilities

1. Ongoing development and administration of a Wellness program for the sisters of the Province:
 - Participate in the development and implementation of health and wellness policies, procedures and programs in accordance with the mission and philosophy of the Province.
 - Consult and collaborate with the Provincial Council Liaison to establish an informed understanding of the present and future health needs of the Province members, and how best to serve those needs.
 - With Council Liaison and Wellness Director implement and coordinate an outreach program to identify sisters at risk which would include home visits for Sisters 80 and older, conducting geriatric and mental health assessments, making phone calls particularly to those sisters 75 and older, and sending annual birthday cards.
 - Function as a consultant and liaison to Health Services regarding clinical issues and/or offer support and coordination during times of transition.
 - With Wellness Director develop the Wellness Department budget, and accept fiscal responsibility for management of resources.
 - Attend bimonthly video conferences with Wellness team to case conference and participate in collectively looking at ways to improve services for the sisters.

2. Provision of health-related consultation and direct service to individual Sisters on Mission and those living independently in facilities:
 - Assess the physical and psychosocial health needs of sisters of the Province as needed.
 - Collaborate with Provincial Councilor and Local Leader in assessment, development and implementation of care plans to meet the identified needs of a sister.

- Update health histories, consent forms, and other necessary paperwork to maintain current file on sisters. Ability to enter medical information and ongoing documentation into database. Keep all medical information current via database.
 - Promote self-responsibility in health-related matters by assisting the sister to establish realistic health goals and determine methods of meeting them; encourage self-evaluation of goal attainment.
 - Design and implement a plan of care for the management of health problems in collaboration with the sister, physician, community discharge planners, therapists or other health care professionals.
 - Provide nursing care, which includes assessment, episodic illness monitoring, crisis intervention, temporary case management, discharge planning, coordination and health counseling. Accompany the sisters to doctor visits as needed to translate test results, offer support with new diagnosis, and act as an advocate.
 - Accompany sisters to urgent care or emergency room as needed. Do hospital follow up visits to coordinate care and transitions with onsite nurses, case managers, and physicians as needed.
 - Identify and encourage the utilization of local resources such as home health, hospice, support groups, etc., to meet the needs of the sister within her community setting whenever possible; assist with initiation of services as needed.
 - Collaborate with physicians, community institutions and agencies to improve quality of services, and to resolve any identified problems on behalf of the sisters.
 - Coordinate admission, transition, and discharge of individual mission sisters, including those sisters serving internationally, to Supportive Services, hospital, nursing home, and/ or back home. This includes coordination of medication refills as needed.
3. Provision of health-related educational opportunities for the sisters.
- Research, collect and disseminate health information for sisters that is related to their individual health needs.
 - Contribute informational articles concerning health and wellness to the entire Province via Connections or other publications read by sisters.
 - Make presentations to groups of sisters on health and wellness topics and/or find appropriate speakers to offer topics of interests to the sisters.
 - Set up, coordinate, and maintain exercise program on site such as Tai-Chi or yoga to benefit sisters' health and wellbeing.
4. Professional development
- Maintain and enhance current skills and knowledge through continuing education, especially in the areas of wellness, aging, women's health, integrative medicine, grief, and death and dying; apply knowledge gained to job responsibilities.
 - Build and maintain a network of professionals in related fields through participation in professional organizations, attendance at professional meetings, and other similar activities, which will enhance job performance and also lead to the identification of new resources that might benefit the sisters.

- Attend annual Central Pacific/Atlantic Midwest Provinces' Health and Wellness Conference as able.

Education and Experience

- Bachelor's Degree in Nursing, Master Degree preferred.
- Valid license as a Registered Nurse in the state located.
- Minimum of six years clinical experience, along with minimum of four years recent experience in a combination of the following: health promotion, community health, assessment, hospice nursing.

Knowledge, Skills and Abilities

- Knowledge of health issues facing an aging women population, including support for the various stages of Memory Loss.
- Open to learning about and respecting the School Sisters of Notre Dame (SSND) culture and embracing the SSND mission.
- Excellent communications skills, both written and verbal.
- Ability to work independently as well as collaboratively. Able to work with supportive service team as needed.
- Ability to prioritize tasks and responsibilities and to complete projects within allotted time.
- Ability to respond to change productively and to handle additional unanticipated tasks or projects as assigned.
- Ability to relate well to older adults, on a personal as well as a professional level.
- Competence in the use of standard office equipment, including a personal computer using Microsoft software products.
- Ability to attend off-site conferences, meetings, etc.

Working Conditions

Typical office environment. At times, required to leave office to provide home visits to sisters on Mission.

Job Type: Full-time, Exempt

Benefit Eligible: Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

If you are interested in this position please complete an application.

If you have any questions contact:

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Health and Wholeness Coordinator

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