

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: The Sarah Community Nurse Care Coordinator**

Date: 5/25/2023

Location: The Sarah Community, Bridgeton, MO

Department: Wellness

General Summary:

The Sarah Community (TSC) Nurse Care Coordinator (NCC) oversees care for the School Sisters of Notre Dame (SSND) residing at TSC, that is the Anna, Veronica, and Naomi Houses which offer skilled, assisted, and skilled levels of care respectively. This individual will work in tandem with TSC SSND Community Life team, collaborates with TSC personnel, and consults with the TSC/Mother of Perpetual (MOPH) Resource Nurse to ensure that SSNDs receive the necessary nursing care and interdisciplinary services to attain or maintain their highest realistic level of physical, environmental, and psychosocial well-being.

Essential Duties and Responsibilities:

1. Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
2. Hold with the TSC SSND Community Life Team a daily stand-up call, that is, a review of the current health status of sisters to ensure awareness of specific health concerns and thereby coordinate care accordingly.
3. Assist in providing health services to facilitate a quality life for the sisters:
 - Accompanying sisters to doctor when appropriate;
 - Coordinate admissions to TSC, hospital admissions and discharges for SSNDs.
 - Follow up with doctor recommendations to ensure that TSC personnel can provide care according to updated care plan.
 - Initiate discussion with sisters and Community Life team regarding transitions to a new level of care.
4. Communicate appropriate information regarding the sisters to the finance office, provincial council, sisters' families, companion sisters, and others as appropriate.
5. Manage the on-call rotation with TSC SSND team members, including evening/weekend calls and respond to emerging health issues, including on-site visitation and/or emergency assessment or accompaniment.
6. Attend regularly scheduled meetings with TSC Leadership Team, SSND Senior Care and support group gatherings, and other meetings and in-services as appropriate.
7. All other duties as deemed necessary.

Basic Qualifications:

- Successful completion of an accredited professional nursing program.
- An active RN license in the State of Missouri. Valid driver's license with good driving record required.
- Professional nursing experience of at least five years with preference for experience in geriatrics, mental health, long term and/or home health.
- Interest in working with senior adults
- Understanding of aging process and issues of diminishment and death
- Experience in collaborating with diverse groups of people
- Communication and listening skills
- Organizational skills
- Flexibility and patience
- Energy to engage in multiple relationships

- Shows initiative
- Sense of humor, cheerfulness, hope, and compassion

Job Type: Full-time, Exempt

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

If you are interested in this position, please complete an application or send a cover letter and resume to Lindsey Scales at Lscales@ssndcp.org.

**If you have any questions, contact:
Lindsey Scales, Human Resources
Phone Number: 414-975-0007
Email: Lscales@ssndcp.org**