# SCHOOL SISTERS OF NOTRE DAME
# CENTRAL PACIFIC PROVINCE
## Job Title: Health and Wellness Coordinator for The Sarah Community

**Date:** 1/26/2026

**Location:** The Sarah Community, Bridgeton, MO

**Department:** Wellness

**General Summary:** The Sarah Community (TSC) Health and Wellness Coordinator assists in coordination of care for the School Sisters of Notre Dame (SSND) residing at TSC, most directly at Veronica House, for assisted living, and as needed at Anna and Elizabeth Houses for skilled, rehab or private pay care. This individual will work in tandem with TSC SSND Community Life team, including the transportation coordinators and will collaborate with TSC facility staff. This individual will also consult with the SSND Staff and Wellness Personnel, including receiving guidance from the Community Coordinator and the Director of Wellness to ensure that SSND maintains their highest realistic level of physical, environmental, and psychosocial well-being.

**Essential Duties and Responsibilities:**

- Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
- Participates in the SSND Community Life Team (CLT) daily stand-up call, that is, a review of the current health and well-being status of sisters to assist in coordinating holistic care.
- Participates in providing health services to support a quality life for the sisters in collaboration including but not limited to the entities listed above.
- Accompanying sisters to health care providers and specialists' appointments when necessary.
- Coordinates hospital admissions and discharges for SSND.
- Attends care plan meetings for SSND.
- Collaborates with TSC nursing and therapy staff after a doctor's orders/recommendations, thereby supporting staff to provide care according to an updated care plan.
- Participates in discussions when a transition to a new level of care is necessary.
- Advocates for sisters' health care needs if not being addressed in a timely manner.
- Communicates appropriate information regarding the sisters to facility staff, medical professionals, SSND staff, sisters' families, and others as appropriate.
- Alternates with TSC CLT and other SSND in an on-call rotation, including weekend/evening/holiday calls, to respond to emerging and urgent health issues.
- Accompany and stay with a sister in an emergency room setting as necessary.
- Attend regularly scheduled meetings with CLT, SSND Senior Care, Health Resource Support Group, monthly Wellness Department Team meetings and in services as appropriate.
- Maintains and enhances 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.
- Builds and maintains 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 lead to the identification of new resources that might benefit the sisters.
- Attends annual Wellness Department in person team meeting. (may require travel)
- Performs other duties as assigned.

**Experience, Knowledge, Skills**

- Successful completion of an accredited professional nursing program including LPNs and RNs.
- 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, hospice or community health.
- Interest in working with elders and ability to relate well to older adults on a personal and a professional level
- 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
- Understanding of aging process and issues of diminishment and death
- Experience in collaborating with diverse groups of people
- Excellent communication skills, both written and verbal
- Ability to work independently as well as collaboratively as a nurse professional focusing on holistic care, not only physical care, of a sister
- Strong emphasis on being a team player
- Organizational skills
- Flexibility and patience
- 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 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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