SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Health and Wellness Coordinator

Date: 8/21/2026

Location: The Sarah Community, Saint Louis, Missouri

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, including Veronica House, for assisted living, and 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, collaborate with TSC facility staff, and consult with the SSND staff and wellness Personnel, including 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 with entities listed above including but not limited to:
    - Accompanying sisters to health care providers and specialists' appointments when necessary.
    - Coordinate hospital admissions and discharges for SSND.
    - Attend care plan meetings for SSND.
    - Collaborate with TSC nursing and therapy staff after a doctor's orders/recommendations, thereby supporting staff to provide care according to an updated care plan.
    - Participate in discussions with a sister and CLT when a transition to a new level care is necessary.
    - Advocates for sisters' health care needs if not being addressed in a timely manner.
- Communicate 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.
- Performs other duties as assigned.

Education and Experience

- Successful completion of an accredited professional nursing program.
- 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.

Experience, Knowledge, Skills

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

Job Type: Full time

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, Supplemental Life Insurance, 403b Benefits, Paid-time-off and Holiday Pay

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

If you have any questions, contact:
Sheena Kuehnle, Human Resources
Phone Number: 314-633-7017
Email: skuehnle@ssndcp.org