POSITION DESCRIPTION

TITLE: Director of Congregational Wellness

GENERAL SUMMARY
The Director of Congregational Wellness is responsible for monitoring the health and welfare of the elderly Sisters, as well as Eldercare Program Oversight, Eldercare Advocacy, and assisting with financial stewardship on behalf of the Sisters. The Director of Congregational Wellness works in conjunction with the Sisters Health Care Team, CFO, and Director of Human Resources; and serves as connector between the Sisters and the Community Minister.

The Director of Congregational Wellness will aid the individual Sisters in fulfilling their potential in living out the mission of the Sisters of Saint Francis by encouraging them to maintain a healthy, balanced, and holistic lifestyle and spiritual life. The Director of Congregational Wellness will provide case management services related to the Sisters’ physical, mental and cognitive health needs, including the coordination of referrals for skilled rehabilitation and recuperation, and wellness education programs.

The daily administration of the position will model Franciscan leadership.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Eldercare Program Oversight
1. Based on a person-centered healthcare model and Franciscan spirituality, creates procedures to assure the quality of care and safety of elder members.
2. Visits, in person or electronically, with each Sister on a regular basis, with a minimum of 3 visits per year.
3. Maintains a basic health assessment on each Sister; maintains medical records for all of our Sisters; assesses and monitors medication management and distribution. This includes on-line access to the Sisters medical records.
4. Coordinates communication with doctors, nurses, social workers, therapists, and healthcare agencies.
5. Accompanies a Sister, as needed, to doctor’s appointments, emergency room visits, hospitalizations, hospital visits etc. If unable to accompany a Sister, works in coordination with the local community minister or house to ensure that the Sister is accompanied when seeking medical care. Advises the Sister in regards to health care decisions even if unable to be present in person.
6. Communicates regularly with staff and administrators of healthcare facilities where elder Sisters are in residence. Monitors the care plans for Sisters in eldercare and assures they are appropriate.
7. Coordinates referrals for rehabilitation and recuperation after hospitalization and attends plan of care meetings. Assists Sisters during times of care transition (home, hospital, rehabilitation facility, hospice), which may require traveling to visit Sisters in hospitals, nursing homes, personal residences, and other care facilities in the broader community.

Eldercare Advocacy
1. Supports Sisters experiencing a life transition by helping them to achieve an optimal quality of health and well-being. Listens to Sisters’ needs with care and compassion and aids Sisters in taking steps towards personal health and wellness.
2. Aids the elder Sisters to increase their self-care, reduce risks, and improve physical, mental, emotional, social, and spiritual health.
3. Serves as an advocate for the Sisters in assisted living, skilled care, and memory unit residences.
4. Assists Sisters to navigate effectively and efficiently through their options in regards to service providers.
5. Provides educational opportunities for congregational members to better understand the aging process and to empower Sisters to make proactive, healthy living choices.
6. Creates educational opportunities and arranges presentations for the religious community to better understand the aging process, specifically dementia.
7. Maintains regular communication with the Community Minister, regarding individual or communal needs of the Sisters.

**Financial Stewardship**

1. Contacts Sisters’ CFO regarding eldercare benefits, including Social Security, Supplemental Security Income (SSI) and other financial assistance at the federal, state, and local community levels.
2. Assesses and coordinates management of health insurance benefit, Medicare and Medicaid and the use of community support systems, including pro bono and/or volunteer services where available.
3. Maintains a current, comprehensive listing of community resources, including geriatric healthcare, mental and behavioral health providers, and spiritual directors. Makes referrals as requested.
4. Based on person-centered care principles, assesses the current eldercare management program, staffing and medical services, medications, and the effective and efficient use of current and potential personnel and resources and makes recommendations accordingly.
5. Assists Sisters to assess the costs of prescription, non-prescription drugs, other eldercare related supplies and therapeutical services, and makes recommendations accordingly.
6. Coordinates after-care programs to assure Sisters receive proper care and maximum available financial benefit assistance.
7. Performs other duties as assigned by the Community Minister.

**PHYSICAL/MENTAL REQUIREMENTS:**
Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

**REQUIRED ACTIVITIES:**
Walking, sitting, standing, stooping, reaching, talking, handling, hearing, listening, carrying, and keyboarding.

**BASIC QUALIFICATIONS:**
1. Respect and understand religious life and the Catholic faith.
2. Excellent communications skills including written, verbal, effective public speaking, and presentation skills; report-writing skills. Ability to interpret documents, operating and maintenance documents and procedure manuals.
3. Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player.
4. A valid Driver’s License and a safe driving record. Ability to travel and be available for evening and weekend work as necessary; have reliable transportation.
5. Be able to manage multiple tasks simultaneously. Must be flexible and adapt appropriately as necessary.
6. Maintain confidentiality about the concerns expressed by the sisters.
7. Proficiency in the use of computer technology including word processing and the use of excel and related technology.
8. The ability to successfully complete a criminal history and background check

**EDUCATION AND EXPERIENCE:**
1. Prefer Registered Nurse, RN, or Master of Social Work, MSW with current License of Social Work, LSW or Licensed Clinical Social Worker, LCSW License.
2. Three to five years’ experience in healthcare.
3. Success in working with others well in a program oversight role.

**PREFERRED SKILLS AND ABILITIES:**
1. Education and experience in Gerontology
2. Ability to work with a diverse population

**ACCOUNTABILITY**
The Director of Congregational Wellness is primarily accountable to the Community Minister of the Sisters of St. Francis.