



Ad Maiorem Dei Gloriam

## Province Position Posting

<b>Position Title:</b>	Health Care Coordinator (HCC) – New England
<b>Classification:</b>	Full Time
<b>Location:</b>	Flexible location, New York/New England Geographic Area
<b>Reports to:</b>	Socius
<b>Travel:</b>	This position is responsible for Jesuits located in Maine, Greater Boston, Worcester, MA, Southern Connecticut, Western New York State

### About the USA East Province

The Society of Jesus (the Jesuits) is a Roman Catholic order of priests and brothers founded in 1540 by the soldier-turned-priest, Saint Ignatius Loyola. In the vision of their founder, Jesuits seek to “Find God in All Things” and commit themselves to the “Greater Glory of God.” Like the United States, which is comprised of geographic territories called “states,” the Society of Jesus is made up of territories called “provinces.” There are more than 80 Jesuit provinces around the world (although their number and boundaries have never been static). Each province has a superior who is simply called “the Provincial,” and who, in turn, reports directly to the central Jesuit government or “curia” in Rome. The USA East Province of the Society of Jesus is one of four Provinces within the United States belonging to the worldwide body of Jesuits. Our geographic area runs from Maine to Georgia. The East Coast Province of the Society of Jesus, currently has a full-time job opening for a Health Care Coordinator (HCC) for the northern region of the Province. This HCC directly monitors approximately 140 Jesuits living in nine residential locations. Each Jesuit residence is a community living situation led by the Jesuit community Superior. This HCC also oversees the Directors of Nursing in their assessment of Jesuits in assisted living or skilled nursing units at the Jesuit-owned Campion Health Center in Weston MA.

### Job Summary

The Health Care Coordinator serves as the consultant to the Provincial Team or his designee (PAI-IC), local superiors, and to individual Jesuits within the province to aid decisions in health care and transition. This position will assume responsibility for the organization and care management of health services on behalf of the Jesuits living in communities of the Northern region. The Health Care Coordinator will plan, organize, and manage a program of comprehensive assessments including on-going medical and psychosocial needs and functional status for Jesuits in the USA East Province residing in local communities. HCC will assess needs regarding safety and current living arrangements, overall ability to function in the Jesuit's current

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The USA East Province of the Society of Jesus

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community and to handle daily living needs, and capacity for apostolic duties. This position will address broad health care needs, assist in planning and implementing key directions for the continuum of care and transition, as appropriate, to a health care community of the USA East Province in collaboration with the staff of the individual center. The HCC will review weekly reports and monitor the health care provided for Jesuits at Campion Health Center to ensure quality of care.

The HCC is a member of the health care team of the USA East Province, reporting to the Provincial Team, and participating in weekly meetings of the HCCs with the Assistant.

**Essential Functions:**

- Completes a current comprehensive health assessment for Jesuits in the USA East Province in conjunction with the Jesuit's current medical information and history. This is done at an annual visit to each community with the goal of seeing each man every year. Assesses the health care needs in collaboration with local superiors, the Provincial or his designee and the Jesuit's primary physician.
- Writes an annual report for the Provincial for each Jesuit community.
- Writes a weekly report on active and acute cases of individual Jesuits.
- Monitors the ongoing health assessments of approximately 75 Jesuits done by the Nursing Directors at Campion Health Center.
- Develops and maintains a confidential, accurate and current health record in FileMaker Pro for each Jesuit. This includes an up-to-date health proxy form.
- Supports and facilitates the individual Jesuit's responsibility to obtain a complete annual physical examination by a Primary Care Provider and to be attentive to developing and maintaining a healthy lifestyle.
- Reviews individual Jesuits prescriptions and over-the-counter medications as part of the annual health care visit. Is available to trouble-shoot problems with mail order or a local pharmacy. Can answer basic insurance questions related to prescription drug coverage.
- Maintains a database of physicians, dentists, therapists etc. for members of communities who need a referral. Provides ongoing physical and mental health needs recommendations to local superiors for Jesuits within their respective communities.
- Tracks the need for driving evaluations according to the Province Driving Policy. Keeps the Provincial Team up to date on the men that are due for the evaluation. Communicates with the OT driving instructor and the road test evaluators, distributes invoices for the completed evaluations to the appropriate communities.
- Accompanies Jesuits to medical appointments, determined on a case-by-case basis, providing support to record and coordinate a plan of care with the healthcare provider

and the Jesuit.

- Acts as a resource for all immediate and preventative health queries.
- Coordinates plans of care for individual Jesuits with specific health care needs related to acute and chronic medical and psychological conditions requiring care outside of the local community. This includes services offered at Campion Health Center or referrals to residential addiction, psychiatric and rehabilitation programs.
- Works with Superiors in the follow-up of hospitalized Jesuits. Responsibilities include visiting Jesuits who are hospitalized, speaking with case managers, nursing, and medical staff at the hospital, and deciding about diagnosis, treatment and discharge plans, including possible transfer to a Province Health Care Center.
- Assists individual Jesuits to achieve realistic health goals in collaboration with the local superior. Works closely with the local superior to assist in transitions necessitated by declining health and risks to safety. Works with the Provincial Assistant for Senior Jesuits to identify men for whom transition to the health care center is required.
- Counsels individual Jesuits regarding transition issues, including possible moves to Jesuit communities offering higher levels of care. Works with the local superior to recommend apostolic work for older men given physical limitations due to aging. Assures the completion of an appropriate state health care advance directive with the local superior according to the current determination of the individual Jesuit and his physician, considering current health status and law requirements of each of the assigned states.
- Implements practical guidelines for the health care of Jesuits found in the National Task Force on Jesuit Health Care.
- Incorporates the mission and philosophy of the Society of Jesus into all programs and services addressing the health needs of the members.
- Acts as a resource for Jesuits with aging family members.
- Providing guidance to the Superior and Campion Health Center leadership as needed.
- HCC shares information of men's health with the Provincial Team on an as-needed basis.

### **Travel**

- Travel (between 20% and 50%) within the northern part of the Province (Maine, Massachusetts, Connecticut, and Western New York State) will be necessary to visit various Jesuit Communities, medical offices, and hospitals.
- Travel for quarterly meetings in New York City required.
- Other travel required to other parts of the country on an as-needed basis.

### **Required Education and Experience:**

- Must hold current licensure as a registered health care professional in Massachusetts (i.e., MD/DO, RN, NP, PA).
- Maintain required continued education credits for professional development.



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- Bachelor's in Nursing (BSN) or other health care provider degree preferred.
- A minimum of 5-7 years of medical and/or nursing experience in adult care or geriatrics is required.
- Experience in case management, home health, parish nursing, or coordination of community-based health care services helpful.
- Excellent clinical assessment skills.
- Ability to function independently in a community-based setting.
- Valid driver's license and clean driving record.
- Ability to pass a criminal background check.
- Detail-oriented with numbers.
- Ability to communicate clearly and effectively in person, over the phone and in writing, especially regarding medical/healthcare reports, and prognosis.
- Collaborate and work as a member of a team, as well as work independently.
- Maintain confidentiality.
- Successfully set priorities to meet deadlines and follow protocols and procedures.
- Handle multiple priorities, issues, and problems both on their own and as part of a group.
- Willingness to be on-call for emergencies after hours, weekends, holidays and vacations.
- Strong PC skills: Proficient knowledge of Microsoft Office 365 services including MS Teams, Word, Excel, and PowerPoint.
- Must have experience with scheduling and facilitating Zoom meetings.

*\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

### **Supervisory Responsibility:**

This position has no supervisory responsibilities.

### **Physical Demands and Work Environment:**

- Sit at a desk for long periods of time while working on the computer.
- Use telephone; write or use a keyboard to communicate through written means.
- Lift or carry weight of up to 50 pounds: may be required to lift a wheelchair in and out of a car.
- The noise level in the work environment is usually moderate to quiet.



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*\*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**Salary Range:**

The salary range for this position is between \$100,00 and \$130,000. However, the salary range for this position can vary depending on years of experience, education, and geographic location.

**How to Apply:**

If you share the vision and values of the mission of the Society of Jesus and would enjoy establishing a trusting relationship with religiously vowed men, we invite you to submit a resume and cover letter to our Human Resources Department, at [UNEhumanresources@jesuits.org](mailto:UNEhumanresources@jesuits.org) and write “Health Care Coordinator (HCC),” in the subject line. If you have been referred to us by a current USA East Province employee, please write the name of the referring employee in the body of your email.

The Province offers a team-oriented work environment and a competitive compensation plan. The employee benefits package includes medical, dental and vision coverage, short-term disability, long-term disability, life insurance, paid time off, paid holidays, and a 403(b) Retirement Plan. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.