

## **Program Manager**

### **PRIMARY FUNCTION**

In conjunction with Leadership of the organization that serves the Sisters plans, directs and organizes the delivery of LifeStyle Options services. Ensures that quality standards consistently meet or exceed the established philosophy, expectations and goals of the company.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs care coordination for all sisters in the organization.
2. Responsible for initial and ongoing steps of program management
3. Create face sheets and files for each sister and maintain at least every 60 days.
4. Update and maintain POA paperwork
5. Maintain communication with each sister routinely
6. Maintain ongoing evaluation of each sister to assess change in care level and make suggestions to leadership, when needed
7. Oversee and coordinate moving of sisters, when needed
8. Manage and oversee personal care supplies
9. Completes all resident paperwork, signed by appropriate persons and submitted to organization.
10. Attends all resident assessment meetings and implement plan for sisters, in person or via zoom.
11. Primary contact with long term care facilities and other case managers outside of Illinois.
12. Assists in coordination of care of Sisters, including but not limited to doctors, Home Health, Home Care, and Hospice.
13. Provides ongoing support for the Sisters by implementing a wellness plan, including education and activities to support healthy aging.
14. Communicates with appropriate person in leadership regarding the Sister's health status and any changes regarding their health.
15. Responsible for carrying a cell phone during working hours
16. Work with leadership for coordination of benefits
17. Design and send out monthly newsletters and additional mailers, if needed.
18. Overnight travel possibility
19. Routine meetings with leadership
20. Maintain HIPPA and confidentiality at all times
21. Other duties may be assigned.

**RATES**

<b>Job Title</b>	<b>Rates</b>
Health Care Manager	\$60.00/hour
Travel and Mileage	At the expense of the Servants of Mary organization