

**Sisters of the Presentation of the Blessed Virgin Mary  
New Windsor, NY**

**Government Benefits/Wellness Coordinator  
Job Description**

Revised 6-6-22

**Responsibilities**

- Answers to the CFO/Treasurer and at times to members of the Leadership Team.
- Wellness coordinator for Pathways to Wellness Program – Started 6-2022 (2 years)
- Performs the duties necessary to achieve optimal coverage of every member of the congregation, including all aspects of medical, dental and vision insurance benefits, as well as the congregation's use of various government benefits programs.
- When necessary and appropriate, transitions sisters from private insurance to government programs to achieve optimal coverage with significant cost reductions and savings to the community.
- Assists in necessary paperwork for admission to various levels of care – Assisted living, Managed Long Term Care, Memory Care, Skilled Long Term Care.
- Responds to individual sisters' needs and concerns, including phone calls, emails, and walk-ins, in a professional and compassionate manner
- Complete applications and re-certifications for individual sisters to appropriate government programs: Social Security, Medicare, Medicaid, Low Income Subsidy, Federal Extra Help programs, State Pharmacy Assistance Programs and Social Security Disability Insurance
- Regularly reviews all status changes impacting a sister's benefit eligibility, such as retirement, termination of employment, reduction in hours, illness or change of address
- Maintains confidential records and management of new information and changes into multiple systems as well as the proper documentation and archiving of individual records in adherence to HIPPA laws of confidentiality
- Reviews, verifies and audits all insurance invoices on a monthly basis
- Serves as liaison between the sisters and government agencies acting as "Designated Authorized Representative" both in-person and over-the-phone
- Works directly with Health Care Coordinators (NY/MA), nurse manager to facilitate appropriate level of care and assistance for sisters.
- Maintains relationship with Admission/Finance Departments of various Nursing Homes designated by the congregation in an effort to continue PBVM community in long term care facilities.
- Maintains and implements up-to-date information, keeping pace with changes in federal and state-wide benefit programs in the Tri-State and New England areas.
- Attends to trends in the insurance industry
- Presents to the leadership team changes and trends as necessary
- Counsels and educates sisters about Managed Long Term Care, in addition to calling Maximus for initial State evaluations and working to connect sisters to Evercare (MLTC provider) chosen by the community
- Creates medical budgets for congregation on a yearly basis
- Assists with various finance office projects throughout the year.