

**SISTERS OF THE PRESENTATION OF THE BLESSED VIRGIN MARY  
New Windsor, New York**

**Health Care Coordinator (NY/NJ)  
JOB DESCRIPTION**

**Revised 12-9-21**

**POSITION SUMMARY:**

**Responsible to the Leadership Team of the Congregation**

**Oversees the health care needs of the sisters in the NY/NJ area**

**Provides assistance to the sisters regarding health care matters when necessary**

**Communicates with a sister's Contact Person as the need arises**

**Works with a sister's physician and/or other health care providers when necessary**

**Collaborates with a sister's health care proxy when end of life issues are involved**

**ESSENTIAL FUNCTIONS OF THIS POSITION:**

**Collaboration:**

- Works with an individual sister, her physician and/or other health care providers
- Coordinates health services for sisters living outside of House #64/50 at MSJ on an as-needed basis
- Responds immediately in the case of an emergency. If a sister lives in a local community, she is cared for or taken to the ER by the sisters in her house. The local community then contacts the Health Care Coordinator.
- Facilitates hospital, managed long term care admissions/discharges and oversees follow-up health care when necessary.
- Works with MSJ Nurse Manager and Local Community Coordinator as well as Leadership Contact Person in providing a smooth transition when a sister requires nursing home placement.
- Visits and advocates for a sister when hospitalized, receiving managed long-term care services or when in a skilled care facility
- Assists individual sisters, their local community and Leadership Contact Person in developing a health care plan for the sisters
- Coordinates transportation needs to doctor or hospital appointments, etc. when necessary
- Accompanies a sister to a doctor's visit, hospital, etc. when necessary
- Relieves the local community coordinator of House 64/50 on an "as needed" basis for Emergency Department visits for sisters in House 64/50
- Assists the staff at House 64/50 with driving sisters to MD appointments when needed and available.
- Communicates with Mt. St. Joseph Coordinator to inform sisters coming and leaving the MSJ property as a residence (long term or temporary)

### **Performs Clerical Responsibilities:**

- Signs any required documentation requested by medical personnel when a sister is unable to do so
- Maintains current health records on all sisters in the NY/NJ area and reviews them on an “as needed” basis.
- Maintains accurate and current health logs for the sisters currently in her care in conjunction with the sister’s Leadership Contact Person
- Maintains a daily log of responsibilities and activities

### **Communication:**

- Maintains confidentiality regarding a sister’s health issues
- Discusses with the congregational Government Benefits Coordinator any matters regarding services a sister might need (on an as-needed basis)

### **Communication Process:**

- When a sister is living outside House 50/64 and is having health issues she should communicate with the Health Care Coordinator who keeps the Leadership Contact Person informed
- Following hospitalization and/or surgery:
  - ✚ If a sister wishes to temporarily come to House 50/64, she (the Health Care Coordinator) consults with the Nurse Manager. The Health Care Coordinator gives a report to the Nurse Manager on the health issues of the sister coming for temporary residence in House 64/50
  - ✚ Informs the Leadership Contact Person of this arrangement
  - ✚ Once a Sister reaches House 50/64, the Nurse Manager takes over and during her stay communicates with the Health Care Coordinator and the Leadership Contact Person
  - ✚ When a sister is ready to return home, the Health Care Coordinator confirms with the Nurse Manager that she is able to and ensures appropriate services are put in place.
  - ✚ Informs the Leadership Contact Person when the sister has returned home
- Provides information around holistic living, retirement, and end-of-life care on occasion
- Meets with the leadership team on a regular basis
- The Leadership Contact Person deals with the sister’s family when necessary.
- The Leadership Contact Person is “on call” when the Health Care Coordinator is on vacation, retreat, etc.