

Ursuline Sisters of Cleveland

Job Description

Job Title:	Congregational Health & Wellness Director (CHWD)
Supervisor:	President
Exemption Status:	Exempt
Job Number:	04-101.4
Revised:	February 23, 2022

JOB SUMMARY

The CHWD oversees the health and wellness initiatives and overall safety of the Ursuline sisters. In this role, the CHWD serves as nurse advocate and resource fostering quality of life for all sisters in the congregation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Annually assess the health status of sisters living independently.
- Identify and assess those sisters with changes in health status to determine if a more supportive living arrangement is required.
- Identifies areas of need for education regarding health and wellness issues and develops educational programming.
- Engages sisters in identifying appropriate quality of life and wellness initiatives to maintain quality of life; links sisters to necessary resources and provides ongoing support as needed.
- Follows all community hospitalizations to serve as patient advocate and aid in treatment decisions and post discharge care.
- On call for critical medical situations.
- Identifies need to initiate assessment of a sister when there is an apparent change in health status that requires a move to Regina Health Center (RHC) or Light of Hearts Villa (LOHV).
- Coordinates and accompanies sisters with qualifying local government and health insurance assessments for long term/short term transfer to RHC or LOHV. Completion of required paperwork.
- Develops and implements infection control guidelines, protocols, and procedures in identified circumstances.
- With clerical support from administrative assistant, maintains health records of all sisters and updates as appropriate.
- Supervise the members of the Wellness Team.
- Keeps leadership informed of health care concerns of sisters as appropriate.
- Creates and monitors budget for office and Wellness Team

JOB REQUIREMENTS

- Bachelor of Science in Nursing (BSN) with minimum of three years' experience
- Registered nurse licensed in the state of Ohio; medical-surgical nursing experience required; geriatric nursing experience and/or certification preferred
- Current CPR certification
- Strong clinical skills particularly with geriatric assessment
- Strong verbal, written and computer skills. Ability to prioritize empathy in communication when acknowledging the declining results of physical and cognitive assessments.
- Ability to be available during off-hours for emergencies
- Ability to plan and execute health and wellness programs for the congregation

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- Ability to work in collaboration with members of the congregation and professional health care staff at Regina Health Center, Light of Hearts Villa, and hospitals
- Willingness to learn and appreciate the Ursuline mission and incorporate the mission in day-to-day activities

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Must possess a valid driver's license and be able to drive to a variety of places including but not limited to hospitals, doctor's offices, RHC, LOHV.
- General office environment, must be able to utilize a phone, computer and screen and other office equipment. While performing the duties of the job, the employee is frequently required to sit; talk; or hear and occasionally stand, walk, reach, stoop, or kneel. Must be able to occasionally lift up to 25 pounds.

DISCLAIMER

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.