



The Sisters of the Holy Names of Jesus and Mary (SNJM) is an international congregation of Catholic Sisters with offices located in Oregon, Washington California and Windsor, Canada.

SNJM prides itself on creating a warm and caring work environment. We treat one another with dignity, seek understanding and we value differences.

If the SNJM work environment sounds like what you are looking for, we invite you to apply for the **Contracted Parish Nurse** position we have in the East Bay. We offer a competitive salary and benefits package including medical/dental/vision/life insurance and short and long-term disability, a generous 401(k) program, 10 paid holidays per year and paid time off starting at 18 days/year.

**JOB SUMMARY:** As part of the Health and Well-Being team, provides care management to SNJMs living in the East Bay area of California. Consults and advises regarding healthcare needs and services and performs all essential functions of care coordination. Enhances each Sister's understanding of her own medical needs. Acts as the point person for healthcare concerns and benefits to California Clinical Care Coordinator, Province Leadership Team, and Director of Healthcare Services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. In collaboration with Health Care Partners performs all essential functions of care coordination which includes assessment, development of health and related needs-based plan, implementation, monitoring, evaluation and adjustment.
2. Assists and advises individual Sisters who have requested assistance or who have been identified as needing assistance with healthcare and related services.
3. Assists Sisters with moves/changing residences, transitioning to Merrill, Mercy Retirement or other facilities.
4. Works closely with Director of Healthcare Services and keeps PLT Liaison appropriately involved in a particular Sister's health situation on a regular basis.
5. Assists Sisters in preparing advance directives, healthcare proxy, DNR and other pertinent health-related documents.
6. Works closely with California Benefits Coordinator and Province Manager of Healthcare Services in areas related to insurance, benefits, and special equipment.
7. Maintains positive, professional working relationship with nursing and other staff of care facilities to maintain optimal care of Sisters. Attends facility care conferences as appropriate.
8. Communicates/Collaborates with the California Clinical Care Coordinator at the Campbell Office at least weekly regarding clinical concerns, specific Sister needs and medical updates.
9. As requested, assist Sisters and chosen support person(s) in communicating with healthcare providers (physicians, discharge planners, home health agencies, hospice, and healthcare facilities, etc.) especially during times of health transitions, serious medical decisions and/or surgery.
10. Attend Care Conferences for Sisters at Mercy or other Oakland facilities.
11. Documents clinical work in the SNJM database.

12. Transports and/or accompanies Sisters to medical appointments when health advocacy is needed, or supports others in doing so.
13. In collaboration with the California Clinical Care Coordinator and Province Manager of Healthcare Services facilitates, coordinates and monitors use of home care and other community-based services.
14. Collaborates with Health Care Partners in providing education about health and wellness topics and available resources.
15. Actively participates in periodic Health and Well-Being meetings, intercommunity health care meetings, and workshops/seminars related to care coordination.
16. Other related duties as needed.

**QUALIFICATIONS:** To perform this contracted work successfully individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education:** Bachelor's or master's degree in Nursing and/or Gerontology or related field/equivalent experience. Parish Nurse experience a plus.
- **Experience:** Minimum of 5 years of experience in patient care coordination or equivalent. Demonstrated knowledge of healthcare resources, policies and procedures pertaining to home and community based care, acute care, ambulatory care, long term care, performance measures and clinical guidelines

#### **SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must be able to respect and maintain confidentiality of sensitive information.
4. Thorough knowledge and understanding of the concepts of aging and concerns of the elderly population.
5. Demonstrated ability to communicate professionally, empathetically, and compassionately with elder population who may be ill, disabled, hospitalized, and/or experiencing loss.
6. Understanding of and ability to maintain appropriate professional boundaries.
7. Demonstrated knowledge of and experience with coordinating community resources and ability to research, evaluate, and coordinate new community resources as needed.
8. Knowledge and ability to supervise in-home care.
9. Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with Sisters, staff, providers, and external facilities.
10. Excellent organizational skills and ability to prioritize and execute tasks in a timely manner.
11. Demonstrated written and verbal skills to assure effective communication.
12. Ability to respond to urgent and/or stressful situations appropriately and calmly.
13. Proficient knowledge of Microsoft Office and other computer software programs including, but not limited to Word, Excel, Outlook.
14. Valid drivers' license and personal vehicle
15. Ability to travel frequently within East Bay area in carrying out contracted responsibilities. Occasional travel in other locations as needed.

**HOURS:** 20-32 hours per week plus on call as needed. Willingness to adjust hours as need arises. Occasionally available to work evening and/or weekend hours.

To apply for this position, please complete our online employment application  
[https://snjm.catsone.com/careers/74581-General/jobs/14466927-Contracted-Parish-  
Nurse](https://snjm.catsone.com/careers/74581-General/jobs/14466927-Contracted-Parish-Nurse)