



# Wheaton Franciscan Sisters

## Job Description

<b>Job Title:</b> OLA Sisters' Care Coordinator	<b>Job Classification:</b> Exempt
<b>Effective Date:</b> September 2018	<b>Date of Last Revision:</b>
<b>Salary Grade:</b>	<b>Full Time/Part Time:</b> 30+ HR FT

**Organization:** Wheaton Franciscans – Our Lady of the Angels

<b>Department Name:</b> The Living Well	<b>Dept#:</b> 145
<b>Location(s) Served:</b> Our Lady of the Angels, Wheaton, IL	<b>Reports to (title):</b> OLA Coordinators
<b>No. of Direct Reports:</b> 11 FTE	<b>Title(s) of Direct Reports:</b> The Living Well Associates
<b>Hours of Work Per Week:</b> 30 to 40	<b>Work Schedule (Days/Time):</b> TBD

**Position Summary** *(in one or two sentences, describe primary purpose of job):*  
 The primary responsibility is to assist the Wheaton Franciscan Sisters in achieving and maintaining optimum health, functional capability and quality of life while remaining in their home at OLA - "aging in place". In collaboration with the OLA Community Coordinators and with emphasis on person-centered, individualized care the Sisters' Care Coordinator responds to and supports the medical needs of the Sisters and supervises the Sisters' health and wellness services.

**Principal Accountabilities and Essential Functions of the Job**  
*List in order of importance and percent of time; describe what must be accomplished, not how it must be done):*

<b>Major Areas of Responsibility/Essential Function</b>	<b>(must equal 100%) % of Time</b>
<p><b>Primary Areas of Responsibility/Essential Function</b></p> <ul style="list-style-type: none"> <li>• Serves as the primary Care Coordinator of OLA Community Sisters, especially those Sisters needing additional physical and cognitive supportive assistance.</li> <li>• Prepares plan for assisted living services and develops/updates individual Sister care plans as needed.</li> <li>• Serves as the lead with the OLA Sisters' care team to provide ongoing assessment and care plans of the Sisters.</li> <li>• Maintains, monitors and updates Sisters' medical profiles.</li> <li>• Coordinates health care appointments, medication setups and monitoring, diagnostic tests and preventive health for the Sisters at OLA, including scheduling car/transportation.</li> <li>• Monitors vitals of Sisters as needed and maintains record of same.</li> <li>• Arranges for lab work and other tests for Sisters as necessary and monitors results.</li> <li>• Provides training and coaching for Sisters care associates.</li> <li>• Provides health care education and promotes wellness for Wheaton Franciscans.</li> <li>• Engages assistance of outside agencies and care providers as needed including annual flu shots, foot care, home care, hospice, programs of special interest, etc.</li> </ul>	50%
<p><b>Provides Administrative oversight of the department (The Living Well).</b></p> <ul style="list-style-type: none"> <li>• Maintains/updates required health, personnel and other files for the Sisters' care.</li> <li>• Manages health care supplies - OTC medications, incontinence supplies, first aid, gloves, med cups, wipes, distilled water, CPAP supplies, nutritional drinks and snacks.</li> <li>• Oversees operation and response protocols for the nurse call system and emergency response.</li> </ul>	30%

<ul style="list-style-type: none"> <li>• Maintains emergency call bag and pertinent equipment.</li> <li>• Oversees storage and upkeep of equipment such as wheel chairs, scooters, walkers, etc.in coordination with the designated support associate.</li> <li>• Oversees outings for the Sisters in coordination with the designated support associate.</li> <li>• Oversees Sisters' activities and fitness opportunities in collaborations with the designated support associate.</li> </ul>	
<p><b>Provides leadership / management of Associates (RN/LPNs and therapeutic staff).</b></p> <ul style="list-style-type: none"> <li>• Prepares and maintains staffing schedule covering all shifts in collaboration with associates. Finalize two weeks prior to new schedule.</li> <li>• Provides on-call coverage.</li> <li>• Manages PTO requests and authorizes overtime.</li> <li>• Provides HR with information required for payroll: schedules, PTO and authorized overtime.</li> <li>• Communicates and coordinates effectively with other associates.</li> <li>• Schedules, completes, documents annual performance conversations, secures signatures and reports same to HR with decision regarding pay increases.</li> <li>• Oversees hair and nail care and other grooming support and domestic care for the Sisters.</li> <li>• Regularly meets with Community Coordinators and works with them as team.</li> <li>• Regularly meets with core care team, including Community Coordinators.</li> <li>• Regularly meets with all associates for coordination of care and for instruction and guidance.</li> <li>• Recognizes associates' milestones and extraordinary performance.</li> <li>• Ensures that associates maintain CPR and other licensing renewals as pertinent.</li> </ul>	18%
<p><b>Other duties.</b></p> <ul style="list-style-type: none"> <li>• Participates on the Charism and Mission Collaboration Circle.</li> <li>• Point person for The Living Well with other departments, pharmacy, doctors, etc.</li> </ul>	2%

<b>Education and Experience:</b> (Check the <i>minimum</i> requirements for education and experience for this position.)			
<b>Required Education</b> (check one box)			
<b>Preferred Education</b> (Check additional boxes with "preferred" in explanation field)			
<input type="checkbox"/>	Basic Skill Set	<input type="checkbox"/>	0 – 2 years
<input type="checkbox"/>	High School or Equivalent (GED)	<input type="checkbox"/>	3 – 4 years
<input type="checkbox"/>	High School plus specialized training (min 6 months – 2 years)	<input type="checkbox"/>	5 – 7 years
<input type="checkbox"/>	Associate Degree	<input type="checkbox"/>	8 – 10 years
<input checked="" type="checkbox"/>	Bachelor's Degree	<input checked="" type="checkbox"/>	> 15 years
<input type="checkbox"/>	Master's Degree		
<input type="checkbox"/>	PhD		
<input type="checkbox"/>	MD/DO		
<input type="checkbox"/>	Other		

1.	<b>Equipment operated:</b>
2.	<b>Certification/Licensure Required for job:</b> (list and licenses or certifications required for the job) <ul style="list-style-type: none"> <li>▪ Registered Nurse (BSN)</li> </ul>
3.	<b>Knowledge, Skills &amp; Abilities required:</b> (i.e. supervision, computers, etc.) <ul style="list-style-type: none"> <li>▪ Supervisory experience.</li> <li>▪ Experience working in an assisted living facility.</li> <li>▪ Experience/understanding of geriatric care, memory care and promotion of aging in place.</li> <li>▪ Understanding of Medicare and Medicaid guidelines.</li> <li>▪ Computer skills: Excel, Word, Office 365.</li> </ul>

4.	<b>Competencies:</b> <i>(list number and title of competencies)</i> <ul style="list-style-type: none"> <li>▪ Desirable to be Assisted Living Certification</li> </ul>					
5.	<b>Physical Activity:</b> (check all that apply)					
	<b>Activity:</b>	<b>N/A</b>	<b>0 – 25%</b>	<b>26 – 75%</b>	<b>76 – 100%</b>	<b>Avg. lbs.</b>
	Lift/Carry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Reach Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	<b>Working Conditions:</b> <i>(Describe the environment and fill in appropriate information (i.e. temperature, noise, chemicals, or hazardous materials/waste handled or present))</i>					
7.	<b>Other: (any unique requirements for this position):</b> <ul style="list-style-type: none"> <li>▪ Respect for religious life style and practices.</li> <li>▪ Skill in case management information systems is desirable.</li> <li>▪ Ability to assess and monitor needs of each person living with dementia and to plan care and programming accordingly.</li> <li>▪ Understanding of and commitment to support healthy lifestyles- nutrition, exercise, socialization.</li> <li>▪ Willing to work closely with team approaches.</li> </ul>					

*The most significant duties have been included in this description. Other duties may be assigned as necessary. The facility reserves the right to modify this job description as needed to accurately reflect the duties assigned.*

**Affirmative Action Plan/Equal Employer Opportunity (AAP/EEO) Statement**  
*The Wheaton Franciscan Sisters Corporation (Corporation) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Corporation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

**Pay & Performance Management Use Only**

<b>Reviewed by:</b>	<b>Date:</b>
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	<b>HRIS Job Title:</b>
<b>Salary Grade/Level –</b>	
<b>Comments:</b>	
<b>Employee Signature:</b>	
<b>Employer/Supervisor Signature:</b>	
<b>Signature Date:</b>	