

## **Job Description**



### **Job Title:**

Aging in Place Coordinator

**Reports To:** Leadership Liaison

### **FLSA Classification:**

Exempt

### **Creation/Last Revised:**

11/2020

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### **Job Summary:**

The Aging in Place Coordinator develops, implements and manages the Aging in Place program for FSPA community members living outside of St. Rose and Villa St. Joseph through support, intervention, planning and assistance in navigating additional resources. The Coordinator develops advance plans for aging in place using person-centered care philosophies, coordinates the Aging in Place Resource Team and local community and family members in facilitating care for sisters as they age. The Coordinator uses independent judgment and guidance in support of the sister's plan of care and manages complex situations, including negotiating care with both St. Rose Convent and the Villa St. Joseph.

**Job Type:** Salaried at 30 hours per week.

### **Wage Range:**

Range 17—annual salary. Minimum: \$38,032.80; Mid-Point: \$47,548.80 Maximum: \$57,064.80

### **Education & Experience:**

- Graduate of an accredited nursing, social work or comparable program with 5 or more years of experience.
- Previous education or experience in eldercare, homecare, and/or aging in place philosophy and care with a willingness to learn.
- Demonstrated administrative skills.
- Effective communication skills both one-to-one and with groups.
- Working knowledge of computers and software with demonstrated ability to learn.

**License requirements:**

- Valid professional credential or licensure for the State of WI.
- Must maintain a valid driver's license and a good driving record.
- Reliable transport may be required.

**Essential Duties:**

- Collaborate with the Aging in Place Resource Team to address the needs of those sisters living outside St. Rose and the Villa.
- Provide guidance and leadership regarding aging in place practices within FSPA with the Aging in Place Resource Team.
- Meet with sisters to develop and advance their plans for aging in place.
- Assess sisters' physical, mental, emotional and spiritual needs, preferences and abilities for all sisters living outside of St. Rose and the Villa.
- Develop, with the sisters, plans for quality aging in place.
- Provide a therapeutic, listening presence to the Leadership Team, local community and/or sisters as they express concerns regarding the health of sisters in the congregation. Provide appropriate counsel, information, and/or referral as needed.
- Encourage sisters to take an active role in decision-making regarding their Aging in Place plan.
- Design plans to assist them to live and function as independently as possible at home and in the larger FSPA community.
- Address the aging in place needs for sisters who are hospitalized or admitted to care facilities that are out of state.
- Collaborate with the Aging in Place Resource Team, FSPA Leadership, local communities, sisters and/or families to access area resources that support healthy aging in place outcomes.
- Oversee the effectiveness of the established plan and interventions through regular contact with the sister. Re-evaluate and adjust the plan during major life changes to assure the plan and interventions are tailored to the unique needs of the sister.
- Work with FSPA leadership, Villa, St. Rose, sisters, family and friends and/or health care professionals to create sisters' personal aging in place plans.
- Keep accurate records of sisters' care plans, including progress, referrals and follow-up visits.
- Oversee and assure development, implementation, and updates to the individualized sister plan of care, as appropriate.
- Coordinate all aspects of care with all disciplines, physicians, durable medical equipment providers, caregivers/family members, transferring facilities, and any other applicable healthcare providers.
- Follows-up on lab and other clinical diagnostic test, physician contact, and significant changes in the sister's condition to ensure adequate physician notification, follow-up, and needed plan of care modifications and communicates such to clinicians.

- Review, evaluate, and supervise service delivery to ensure appropriateness of care and utilization of services, equipment, and supplies through activities such as random visits, medical record reviews and care conferences.
- Respond to and report any event, incident, action, or in-action that jeopardizes the health and safety of a sister to the Leadership Liaison and establish a plan to prevent future reoccurrences.
- In crises, provide an appropriate assessment of psychiatric, behavioral or other concerns, and implement interventions in conjunction with the sister's liaison, the sister's physician and/or other FSPA community support.
- Advocates for sisters when necessary to assure that their health needs are being met.
- Serve as a liaison between the sister and social and health services as requested. This may include, but is not limited to:
  - utilizing her local community, in navigating the health care system;
  - advocate health care needs with health care provider;
  - provide care for a sister before, during and after critical short-term health needs, such as surgery, injury or acute short-term illness;
  - coordinate in-home care services or care at St. Rose Convent or Villa St. Joseph that might be necessary for a limited time.
- Regularly convenes the Aging in Place Resource Team (at least quarterly).
- Communicates with FSPA local communities as requested or needed
- Facilitates discussion with St. Rose and Villa nursing leadership.
- Informs and educates the FSPA community regarding the process of aging in place, the culture of aging and the changing care services for elders.
- Collaborate with organizations and other religious congregations regarding aging in place.
- Prepares, monitors and evaluates an annual budget in collaboration with the Leadership Liaison, conferring with the Aging in Place Resource Team.
- Coordinates the development of policies and procedures regarding aging in place.

**\*\*Other Duties as Assigned\*\***

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent communication and organizational skills.
- Understanding of the interdependent relationships of ministry and religious community living.
- Maintain a high level of confidentiality.
- Understands and supports the concept of person-centered care and FSPA Relationship Centered Care.

- Demonstrates a positive outlook, genuine respect for sister dignity, and a comfortable demeanor with a wide variety of people internal and external to the organization.
- Ability to listen, affirm and relate to sisters with dignity, honesty, and compassion.
- Ability to work collaboratively with others in planning and implementing Aging in Place while, at the same time have the ability to work independently.
- Ability to be innovative and self-directed.
- Able to travel throughout or to the FSPA community locations. Must be flexible to meet the needs of the position.
- Ability to use and interpret medical terminology.
- Ability to comprehend and interpret a variety of documents including statistical reports, referrals, sister records, lab reports, policy manuals, medical references, etc.
- Ability to communicate effectively with health care providers, community organizations, sisters and families, FSPA community members and others verbally and in writing.
- Ability to mobilize interdisciplinary partnerships.
- Ability to develop and maintain a budget.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to sit; use hands to finger, handle, or feel; and talk and hear; frequently required to reach with hands and arms. The individual is occasionally required to stand; walk; balance; stoop, kneel or crouch; and smell. The individual must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific correctable vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to travel and work with sisters in their homes.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office work is performed in a home office.
- Working in a sisters' home or apartment will be routine, including assessment of home, interviews and follow up. Some sisters live in 2<sup>nd</sup> floor apartments where access is only via stairs.

- Pets are in some sisters' homes.
- Local and national travel is part of this work. Limited international travel may be required.
- Evening and/or weekend work and/or extended hours and irregular shifts may be required.
- Regularly exposed to outside weather conditions.
- The noise level is usually moderate.
- Employee may be exposed to blood and body fluids and must practice Universal Precautions at all times.

**Prerequisite:** Physical exam, Tuberculosis screening test, drug screen, criminal background check

### **Disclaimer clause**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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Signature

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Date