

Dominican Sisters of Houston Healthcare Coordinator Job Position

POSITION SUMMARY: The Dominican Sisters of Houston (DSOH) seek an experienced registered nurse with a background in geriatric care management to oversee the health care needs of their community of approximately 50 Catholic women religious sisters. DSOH is a community of Catholic women religious who are committed to remaining engaged in furthering their Dominican mission and living their lives fully to the extent of their individual abilities and in relationship with each other. The primary responsibility of the position is to ensure structures exist for coordinating sisters' healthcare and for promoting individual member wellbeing.

ABOUT THE ORGANIZATION

Founded in 1882, the DSOH have served Houston, Galveston, the Sabine area and other parts of Texas, California, and Guatemala. The congregation includes more than 50 women religious who live mostly in Houston in either skilled care, assisted living at our retirement home on our main campus, or independently in houses on our main campus and elsewhere. The sisters' ministries include their two college preparatory secondary schools, teaching, school administration, justice advocacy, and their mission school in Guatemala. The mission of the DSOH is to study and address the crucial justice issues of our time, to preach and teach the Gospel without regard to risk, and to work to transform social structures which oppress the powerless, ministering with them in our common struggle to remain faithful to the Word of God. For more information about the history and mission of the DSOH, please visit www.domhou.org.

DESCRIPTION:

The ideal **Healthcare Coordinator** candidate will be a strong team player and communicator, preferably with a background in the Eden Alternative and geriatric care management or a desire to be trained.

QUALIFICATIONS AND EXPERIENCE:

Strong commitment to establishing warm and supportive relationships with residents and staff.

- Experience with supervising CMAs, planning ongoing education, and training
- Familiarity with Alzheimer's disease and other forms of dementia along with the ability to work well with those who have dementia and those who care for them
- Comprehensive knowledge of infection control, safety, body mechanics, and age-related conditions and the ability to help perimeter staff grow in their knowledge and understanding of the same
- Can explain procedures and treatments to elders in ways that help them understand so they have less anxiety and cooperate more fully
- Is highly organized and can maintain patient records with accuracy and interact with healthcare professionals regarding patient's condition
- Performs assessments that track any changes in a person's condition

- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies

ROLE CHARACTERISTICS

- Communicates effectively across all settings with sisters, leadership, and staff and communicates and liaisons between sisters and their POA/families as needed
- Communicates and listens well to build relationships with sisters individually
- Able to create, modify, and implement healthcare structures and programs on a systemic level
- Exhibits compassion, empathy, patience, leadership skills, initiative, critical thinking, adaptability, problem management strategies, interpersonal skills, and coaching skills
- Exhibits a positive, approachable, and inviting attitude
- Works independently as well as collaboratively to create a team environment
- Helps build morale and a relational culture
- Understands life stages and issues with the elderly, preferably elderly religious
- Understands or willing to learn about the Catholic faith and women religious
- Understands or willing to learn the Dominican mission, charism, and congregational history

QUALIFICATIONS

- The position requires a minimum of an RN (Registered Nurse) and bachelor's degree (master's degree preferred) along with proven experience and skills in a similar role and/or ability to demonstrate clear understanding of the role
- Current registration with the State Board of Nurse Examiners for the State of Texas
- Preferred experience in clinical nursing and working with the wellbeing needs of an older population

POSITION HOURS AND SALARY

- Reports to Villa Administrator and to DSOH Leadership Team as needed
- Full time position
- Gross annual salary commensurate with education, background, and experience
- Salary and Benefits: PTO, 403B retirement plan, long-term disability, medical and dental coverage, Health Savings Account, workers' compensation, group term life and AD&D insurance, and professional development assistance

HOW TO APPLY

Send a resume and cover letter in a single attachment by **October 11, 2021**, to Paula Porter, Human Resource Director, at pporter@domhou.org