Featured Ministry Position: Health Care Coordinator
Location: Mid-Atlantic Community, Brooklyn/Long Island/Whitestone, NY

Status: Full-time Exempt.
Supervisor: Director of Aging Services.

Position Qualifications:
- Fosters the charism of the Sisters of Mercy Mid-Atlantic Community
- Bachelor degree and/or equivalent experience in a related field required, RN preferred
- Sensitivity to the needs of the aging person and knowledgeable of memory and health care issues
- High level of professionalism and confidentiality
- Computer Skills: Proficient in Microsoft Word and Outlook
- Highly skilled oral communicator; builder of relationships; empathetic and compassionate
- Attentive to details; anticipates needs and acts immediately and prudently
- Familiarity with, and ability to navigate health care delivery system in New York

Responsibilities Include:

The Health Care Coordinator is an appointed position by the Community Leadership Team (CLT), in communication with the Director of Aging Services. The primary responsibility of this position is to assist members of the Mid-Atlantic Community to identify their health care needs, to assist them in obtaining the needed medical service(s) and when appropriate, assist them in transitioning to an appropriate level of residential care.

The Health Care Coordinator is a resource to individual Sisters, and to the Life and Ministry Facilitators when issues of care, safety, memory impairment or medical need arise. The Coordinator coordinates services, programs and transportation as needed for Sisters’ health care needs when the Sister is unable to do so herself.

The Health Care Coordinator will serve as the part-time local Health Care Coordinator at the Sisters of Mercy Convent, Whitestone. The Coordinator will have the overall responsibility for oversight of the health care needs of the Sisters in residence, and in collaboration with the Life Coordinator.

The Health Care Coordinator maintains a professional, caring relationship with the Sisters while providing support enabling the Sister to maintain an appropriate level of independence and personal responsibility for her care.

Qualified candidates should send their cover letter expressing interest and resume by close of the business day, Monday, March 30, 2015 to:

Ellie Albright, Director of Human Resources
Sisters of Mercy – Mid-Atlantic Community
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