



SISTERS OF THE HOLY NAMES OF JESUS AND MARY ARE SEARCHING FOR A PARISH NURSE TO PROVIDE CARE MANAGEMENT SERVICES TO THEIR SISTERS IN SEATTLE, WA.

Introduction: The Sisters of the Holy Names of Jesus and Mary (SNJM) are searching for a parish nurse to provide care management services to approximately 22 Sisters primarily in the Seattle/Western Washington area. This position is contracted and the person will coordinate the Sisters' health care services in collaboration with the SNJM Province Health and Well-Being Administrator and SNJM Director of Benefits. The number of hours worked depends on the needs of the Sisters. The SNJM Community will pay the RN: (1) an hourly rate for services rendered; (2) a monthly service fee; and (3) reimbursement for mileage and direct expenses related to services. Summary of the position is below.

Summary of Responsibilities:

On an as needed basis and/or as requested by individual Sisters or by the SNJM Health & Well-Being Administrator, the RN will provide nursing care management services to Sisters living in the Seattle/Western Washington area. She/he will consult and advise Sisters regarding healthcare needs and services and enhance Sisters' understanding of their medical needs.

1. RN agrees to:
 - a. Communicate and coordinate, as appropriate, with SNJM Health & Well-Being Administrator about the individual Sister's health and/or need for the provision of healthcare services by healthcare providers;
 - b. Communicate and coordinate with individual Sisters, as requested and/or as needed, including meeting with the individuals at their respective residences, about their health and/or need for healthcare services by healthcare providers;
 - c. Obtain medical releases, as requested and/or as needed, from the individual Sisters for review of applicable medical records, communicate with respective healthcare providers and/or attend medical appointments;
 - d. Review current medications of individual Sisters, as requested and/or as needed;
 - e. Assist with pre/post-surgery and discharge planning when a Sister is having surgery and/or is hospitalized;
 - f. Consult with SNJM's Benefits Director on all benefit related issues of the individual Sisters and when identifying healthcare services needed by a Sister, including notifying and including the Director in the planning of the provision of healthcare services.

2. The RN also agrees to:
 - a. Share with the SNJM Administrator verbal, email and written communication regarding the individual Sisters services. The Administrator may, at her discretion, request the RN to communicate with other members of the SNJM community regarding the health services provided.
 - b. RN will provide periodic reports to the Administrator regarding the health services provided to individual Sisters that include; succinct care coordination steps, results of healthcare provider visits, next steps in the provision of health services.