This is a job description sample and is for general information purposes; it is not shared with the intention to serve as a legal document. If you wish further information please feel free to contact Sister Cathy Olds [colds@snjmuson.org](mailto:colds@snjmuson.org).

Sisters of the Holy Names of Jesus and Mary

U.S.-Ontario Province

**JOB DESCRIPTION**

**Job Title: Director for Benefits, Resources and Care Consultation**

**Department: Province Health and Well-Being (H&WB)**

**Reports To: Province Health and Well-Being Administrator**

**Status: Exempt**

**SUMMARY:** Directs and manages benefits, resources and care consultation for the U.S.-Ontario Province Health & Well-Being Department. Responsible for overseeing all aspects of Province benefits and resources record system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Works closely with the Province H & WB Administrator in managing the daily functions of the Province H & WB Office:

# responding to the health care and benefit needs of the Sisters in the Province

# working closely with regional H & WB team members

# planning for short term and long range Province health care and benefit areas

1. manages contract with outside benefit agencies
2. Researches availability of services and authorizes payment arrangements; maintains a network of service providers; and evaluates /monitors quality on an ongoing basis. Educates/coordinates with H & WB team members. Manages agreements with service providers outside of major contracted entities.
3. Provides education and consultation keeping Leadership Team and Health & Well-Being Team abreast of major changes in benefit areas and applicability to individual and groups of Sister’s needs:
4. Working closely with regional H & WB staff manages payments for care and services provided by non-contracted SNJM care facilities and home care and other community-based service vendors.
5. Works closely with CFO and Finance Department staff in relation to approval of expenditures for individual Sisters needs and group needs .

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1. Reviews/approves billing statements from a wide variety of providers, insurers, and vendors. Oversees, monitors and approves payments for medical, prescriptions, premiums and related bills.
2. Responsible for monitoring Province H&WB benefit and resource record system for each Sister including database electronic records.
3. Oversees all aspects of benefits and resource coordination and supervises Benefit Coordinators.
4. Recommends implements and evaluates best practices in benefits, resources and care coordination.
5. Works collaboratively with U.S.-Ontario Province Department Directors, administrative staffs, campus directors and a wide variety of external providers.
6. Collaborates with H & WB Administrator to provide pertinent information and education about health and wellness topics to the Sisters in the Province, and assists in planning and conducting the annual H&WB Department meeting.
7. In collaboration with H & WB Administrator develops and implements Province Health & Well-Being policies, guidelines, and procedures.
8. Seeks and maintains knowledge of federal, state, and local laws/codes/regulations as they pertain to related responsibilities. Participates in SHIBA, ASA, NCOA, and related training. Keeps current regarding trends in health care delivery and public/community programs through participation in related professional organizations, reading professional literature and consultation with others.

**SUPERVISORY RESPONSIBILITY:**

WA OR, CA SNJM Benefit Coordinators and outside agency contracts..

## QUALIFICATIONS

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

**Education:** MSW, or RN with BSN, or professional care management.

**Experience:** Prefer five or more years’ experience in program direction. Management experience required in one or more of the following delivery systems: Medicare/Medicaid and insurance benefit coordination, gerontology, health care, chronic care, elder care, home care, social services, and/or health care organizational development.

**Skills, Knowledge and Abilities:**

1. Supportive of the Mission of the Sisters of the Holy Names of Jesus and Mary.
2. Models SNJM Guiding Values in carrying out work activities and responsibilities.
3. Maintains and models protection of confidentiality of sensitive information.
4. Demonstrated proficiency in organizational skills and project management.
5. Proficient with Microsoft Office 2010 suite and using databases; demonstrated ability to write business communications and perform basic report preparation techniques.
6. Competence in or openness to learning current and future communication avenues (e.g. web conferencing)
7. Possesses strong attention to detail.
8. Possesses strong relational skills and ability to establish and maintain collaborative working relationships.
9. Demonstrates flexibility and adaptability in the midst of change or re-direction.
10. Excellent written and oral communications skills.
11. Ability to work with minimal supervision.
12. Ability to direct work of others off-site.
13. Knowledge of insurance principles, Social Security, Medicare and Medicaid requirements.
14. Knowledge of care delivery systems and how to advocate for and access services across a continuum ranging from independent living to end of life care.
15. Knowledge and sensitivity to the needs of the aging and women’s health issues.

**HOURS WORKED**: Full-Time Occasional Travel required.

**PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:**

Performs sedentary work. Some stooping and/or bending when using files. Light lifting (5 – 10 lbs,) occasionally required. Occasional travel may be required.

**EQUIPMENT USED:** Personal computer, keyboard, mouse; office telephone voice mail system, smart phone and web conferencing equipment.

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

I acknowledge that I have reviewed the above job description.

(Name of Employee)

Employee Signature Date

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**