

## JOB DESCRIPTION

Diocese of Orange, Pastoral Center, Garden Grove, CA.

**POSITION TITLE:** Priest Care Manager and Wellbeing Coordinator

**JOB CLASSIFICATION:** Exempt – full time 40 hours a week Human

**DEPARTMENT/PROGRAM:** Resources and Ministry to Priests

**REPORTS TO:** Director of Human Resources

**SUPERVISORY RESPONSIBILITY:** none

**INTERNAL/EXTERNAL CONTACTS:**

Lay personnel and all clergy. Medical carriers and Reta Trust Contacts. Clergy family members and Vicar for Clergy Director.

**PRIMARY PURPOSE:**

The Priest Care Manager and Wellbeing Coordinator is responsible for supporting the health, well-being, and quality of life for employees of the Diocese of Orange. The primary focus is to support the individual employee to take care of themselves, to be the best version of themselves, whatever that may be, so they then put that version forward as we minister to the spiritual lives of Catholics in Orange County.

Also, as the Priest Care Manager this position works collaboratively with the Vicar for Clergy to assist priests with their health needs. The primary focus of the position is to assess the needs of retired priests and assist with the planning, implementation, coordination, monitoring and evaluation of the options and services required to meet an individual priest's health and human services needs.

**QUALIFICATIONS & EXPERIENCE:**

Three years' experience as a registered dietitian, and nurse, credentialed in health coach, social worker, or other health professional.

**Duties and responsibilities For Health Care Coordinator:**

- Work with Diocese leadership to define and support a "culture of wellness" throughout the diocese.
- Coordinate with the Director of Administrative Services and Director of Human Resources to position wellness/health benefits as a viable component of our employee benefits package.
- Co-facilitates medical premium credits or other benefits associated with participation in health/wellness programming.
- Embrace and communicate all dimensions of wellness: physical, emotional, social, spiritual, financial, intellectual, and environmental.

- Define goals and objectives for wellbeing programming yearly, coordinating with HR department and Diocese strategic plan.
- Support utilization of health promotion/wellness benefits offered by the Reta Trust and diocesan medical plans.
- Review medical plan utilization data to identify drivers of healthcare costs of the Diocese of Orange.
- Assess current health and wellness needs and interests of employees.
- Provide initiatives in the workplace that reinforce positive lifestyle choices.
- Utilize a variety of media to reach employees throughout the Diocese: e-newsletters, video recordings, virtual meetings, onsite presentations. Publish FOCUS e-newsletter monthly.
- Organize Employee Benefits Fair, at least every 3 years.
- Provide health and well-being resources, education, and services to all locations within the Diocese as requested. Assist employees with access to Reta Benefits Center, medical plan websites and apps, and find a physician services.
- Provide health coaching to individual employees as requested.
- Assists Director of Administrative Services with annual open enrollment, including updating the Benefits guide.
- Advises Diocese leadership on public health concerns, e.g., and provides employee education and resources.
- Perform other duties as assigned.

**Duties and responsibilities for Clergy Care Coordinator:**

- Provide guidance and support to all priests for participation in the Diocese's medical plans and wellness programs. Coordinate with Vicar for Priests to engage priests in health promotion and health maintenance initiatives.
- Facilitate enrollment in Medicare coordinate with SGIA for supplemental medical insurance plans.
- Assist priests through the transition into retirement.
- Assist priests with completing Advance Directives, Power of Attorney, Release of Medical Information Form (HIPAA), medical and emergency contacts/ next of kin and Funeral Arrangements. These forms should be reviewed and up-dated, as needed, at least every five years. Design individual care plans using a priest's own network of family and friends for support, with realistic goals and timelines set.
- Monitor the health and safety of retired priests living independently in a rectory or elsewhere. Monitor the Care Plan to support the priest to live independently as long as possible and then at the appropriate level of care. The decision that a priest should no longer drive a car or no longer live in a rectory is part of this monitoring.
- As needs change, assess living environment of a priest, and determine what services are needed. Arrange for community resources to fill the needs.

- Assess need for higher level of care. Coordinate transfer to facility when prior residence is no longer appropriate. Assist priest with long term care (LTC) application process. Collaborate with appropriate parties to provide continuity of care when priest's medical status changes.
- Visit priests during hospital stays or Emergency Department visits. Coordinate with the priest and hospital discharge planner for post-hospital care.
- If needed, arrange for short-term respite post hospitalization, short-term residential care, or long-term placement in assisted living or skilled nursing facility.
- Attend medical appointments as needed to advocate for a priest.
- Update Vicar for Clergy/Bishop regularly.
- Perform other duties as assigned.

**DESIRED:**

- Registered dietitian
- Registered nurse
- Credentialed health coach
- Three years' experience
- Bilingual (English/Spanish)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical office environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Sitting, standing, reaching, occasionally carry boxes when delivered, Employee Handbooks and other materials as needed weighing up to 30 lbs. Assist with facility set-up for special events.