

Health Care Coordinator, Full Time – Appleton, Wi
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a Health Care Coordinator. The primary purpose of this position is to provide assistance to friars with a focus on the physical, psychological, and spiritual aspects of wellness, aging and retirement.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- The Health Care Coordinator serves as a resource person to the St. Fidelis Manager and Wellness Director regarding the care needs of the local Appleton community.
- The Health Care Coordinator is responsible to assess the friars' health and make recommendations as a health care advocate, attend doctor appointments and communicate closely with the Sr. Fidelis Manager and Wellness Director.
- The Health Care Coordinator also consults with friars on individual health issues, assesses the need for interventions, and identifies appropriate resources.
- With the Wellness Director also develops and maintains records for each friar, has knowledge of the friars' various living arrangements, and provides resources to further understanding of wellness-related resources and issues.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: The desired education and experience level for this position is five years progressive experience as an LPN with a minimum of 4 years experience in at least one of the following: community health experience, home care, hospice, geriatrics or a parish nurse program. Strong patient assessment skills as well as the ability to work with highly confidential information are necessary. Effective computer, email and Microsoft Office skills also required.

Please submit letter of interest and resume to:

employment@thecapuchins.org Include Health Care Coordinator in the subject line.

OR

Attention: Human Resources
Health Care Coordinator
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207