

*POSITION  
ANNOUNCEMENT*



## Provincial Assistant for Health Care (PAHC)

Jesuits West

### The Institution

#### **THE JESUITS WEST PROVINCE**

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns 20,000 priests, brothers, and scholastics to ministries worldwide. A Provincial leads each province. The standard term of office for a Provincial is six years.

Jesuits West Province numbers 416 brothers, priests and scholastics who serve in ten western states — Oregon, Idaho, Montana, Washington, Alaska, Arizona, California, Hawaii, Nevada, and Utah. In addition, individual Jesuits serve in ministries throughout the United States and abroad, including Africa, Asia, and Central and South America.

#### **SACRED HEART JESUIT CENTER**

Sacred Heart Jesuit Center (SHJC), located in Los Gatos, California, serves as a retirement community for Jesuit priests and brothers. SHJC serves as the only venue for infirmity care for Jesuits on the west coast. SHJC is a 91-room, four-story facility that houses a 34-room, 24-hour full-service nursing care infirmity (Regis Infirmary), as well as thirty rooms for assisted living care, and twenty-seven rooms for independent living. The facility similarly includes a chapel, a dining room, an outdoor pool, garden areas, and grounds where the residents can walk. The center employs approximately sixty staff members (part-time and full-time) including nursing, maintenance, food service, landscaping, and office staff.

## Position Concept and Basic Function

The PAHC provides leadership in carrying out the mission and philosophy of the Society of Jesus in meeting the physical and mental health needs of the Jesuit members of the province by developing and implementing best practices in healthcare for older adults.

The PAHC functions as a professional resource for the Provincial and the religious Superior and Administrator of the Sacred Heart Jesuit Center (“SHJC”); and supports the Superior in the management of the SHJC Administrator. Supervises regional health care coordinators.

In conjunction with the local community superior, the PAHC assists as necessary in the planning, coordination, implementation, and management of best practices in health care services for Jesuits with a focus on age friendly health systems at the community level.

At the national level the PAHC collaborates with other health care professionals responsible for Jesuit health care.

## Essential Functions:

### *Mission and Philosophy*

- Ensures that health care services and policies are consistent with community needs, Jesuit philosophy, mission, and values.
- Provides leadership in the development of community-wide efforts directed toward improving the health of province members.

## Responsibilities at the Province Level:

- Coordinates and plans with the Provincial and province staff key health care initiatives for the Jesuits in the province and guides the implementation of approved directives and guidelines.
- Coordinates and manages health care services among the appropriate persons – including regional healthcare coordinators; individual Jesuit(s), local Superior(s), and health care providers as needed.
- Meets regularly with the Provincial and the Executive Assistant (Socius) and attends the meetings of the Province religious superiors to report on health care issues, as requested.
- Collaborates with the Treasurers’ Offices as required for budgetary, health insurance coverage, or other issues that may arise.
- Hires and supervises regional health care coordinators.
- Meets with individual Jesuit priests, brothers and scholastics as needed.
- Develops and administers an annual budget to implement the objectives of health care/retirement.
- Addresses the broad health care needs of each Jesuit and assists in the planning and implementation of his care, including the transition, when necessary to Sacred Heart Jesuit Center or private facilities as appropriate.
- Assesses the needs for safety and current living arrangements considering the individual Jesuit’s capacity for apostolic work and independent living.
- Aids individual Jesuits in selection of general practice/internal medicine physicians and other specialists as needed.

- Develops and implements training local superiors or their delegate in working with elderly religious in a religious community using current methodology.
- Acts on behalf of or in concert with the local Superior(s) in reviewing the discharge plans for hospitalized Jesuits, ensuring appropriate post hospitalization placement.
- Provides communication and education to Superiors, health care staff and communities regarding transitions, retirement issues and other health care concerns as needed.
- Advises on and assures appropriate placement and follow-up of Jesuits requiring special off campus non-Jesuit-sponsored services.
- Initiates, implements, and schedules the meetings of the Health Care Committee.
- Promotes appropriate use of the healthcare system through individual case management, use of negotiated contract provides and promotion of illness prevention programs.
- Promotes the guidelines for Jesuit healthcare as found in the “Jesuit Healthcare Handbook for the United States Assistancy and the Community as Mission” document.
- Other duties as assigned.

## **Responsibilities for Sacred Heart Jesuit Center (SHJC)**

- Supports the SHJC Superior in the oversight of healthcare services for community members.
- In conjunction with the SHJC Superior, manages the SHJC Administrator to ensure SHJC adopts and follows best practices for independent living, assisted living, and infirmary care.

## **Responsibilities at the National Level**

- Collaborates with other health care professionals working for Jesuits at the national level and with the healthcare coordinators in each Province.
- Participates as a member of the Benefits Committee: a subcommittee of the Jesuit Health Trust Board of Trustees.
- Provides consultation regarding the Jesuit Health Trust and serves as the main point of contact for special override consideration for health care coverage.
- Serves on national committees as needed.

## **Competencies and Qualifications:**

- Possess a doctorate in nursing practice or nursing science strongly preferred or an MSN with experience.
- Progressively responsible experience in healthcare administration and multi-level clinical and operational services for aging adults.
- Holds a current nursing license in the State of California.
- Possesses a sound understanding of clinical and management requirements for a continuum of adult health care services.
- Excellent written and verbal communication skills. Contemporary computer skills.
- Familiarity with the Society of Jesus and the Catholic Church, and ability to work with Jesuit priests, brothers, scholastics and all levels of management and employees.
- Possesses excellent interpersonal, management, team building, and negotiating skills and the ability to influence others to take appropriate action. Demonstrates creativity, vision, and the ability to conceive the long-term implications and impact of current decisions, events, and trends.

- Ability to preserve highly confidential and sensitive information. Knowledge of confidentiality standards related to protected health information.
- Possesses a Current Nursing Home Administrator's License (or is in progress) is a plus.
- Available to travel to visit Jesuit priests, brothers and scholastics as needed and attend national meetings.

## Application Procedures

Please submit a resume and cover letter to Jeffrey Harris Bilson with Druthers Agency at [jeffrey@druthersagency.com](mailto:jeffrey@druthersagency.com)

*Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.*

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