

## Human Resources U.S Province Job Posting

The U.S. Province Office for the School Sisters of St. Francis in Milwaukee, Wisconsin, a Catholic Women's Religious Community, and non-profit organization is looking for Registered Nurse's.

The RN's will provide care to the Sister residents at Sacred-Heart. The RN's will work within a team structure with all members of nursing providing nursing related duties that include assessment, planning, implementation and evaluation of activities that directly affect the overall care of the Sisters served.

The positions available range between 48-72 hour per pay period. The hours for the above positions are 230pm-11pm. There is also one Nurse Advocate RN position available that is 40 hours a pay period from 630am-3pm.

### Responsibilities

- Endorse the Philosophy and Mission of the School Sisters of St. Francis and the philosophy of Care of the Sisterhood.
- Received, greets, directs Sisters, staff and visitors; projects a positive image of the organization.
- Demonstrates a willingness to participate in activities to improve department performance.
- Takes responsibility to ensure the highest possible satisfaction of the Sisters, coworkers and guests.
- Demonstrates a positive attitude when working with challenging situations.
- Communicates effectively with SSSF coworkers as well as with Community Care staff regarding Sister needs.
- Handles conflict positively, resolves issues and deficiencies when needed and seeks guidance when needed.
- Communicates concerns to the appropriate person with the focus on a problem solving versus blaming.
- Actively promotes cooperation and teamwork among peers.
- Demonstrates ability to adjust to changes in work assignment; is flexible.
- Demonstrates willingness to assist others when needed.
- Demonstrates a welcoming atmosphere to see new staff and guest staff.
- Demonstrates being a supportive mentor to new staff.
- Takes an active role in learning about changes; offering suggestions.
- Accepts coaching on issues to improve current job skills or learn new ones.
- Provides Nursing Assistants with a current care plan and ensures that all care plans have the documentation necessary to provide the proper type of care.
- Monitors for changes in condition and acts as indicated. This includes utilizing the nursing process, updating the plan of care and evaluating effectiveness of care provided.
- Provides accurate and complete shift to shift report verbal and written.
- Directs staff according to Policy and Procedures during emergency situations.
- Provides direction and oversight of care provided by Nursing Assistants, Licensed Practical Nurses and addresses issues as appropriate.
- Administers medications according to facility policy and procedures.
- Accurately documents and communicates incidents and accidents and provides onsite treatment as indicated and able.
- Monitors environment to assure homelike atmosphere and addresses issues as they arise.
- Monitors the work environment to assure safety and address issues as they arise.
- Complete treatment as ordered and communicates effectiveness.
- Observes, records and reports Sisters symptoms and reactions to medications and/or treatments.
- Demonstrates correct use of equipment; oxygen, pulse ox, blood pressure CPAP, nebulizer etc.
- Demonstrates desire to learn and grow professionally.
- Process physician orders according to facility policy.

- Collaborate with Community Care for provision of care.
- Documents in the medical record pertinent and accurate information.
- Promote self-responsibility in health-related matters by assisting the Sister to establish health goals, determine methods to meet goals and self-evaluate progress towards the goals.
- Demonstrates competency and physical assessment skills.
- Performs duties as assigned by SSSF Family Health Services Director and the RN-PM Supervisor.
- Utilize supplies, time and equipment effectively to avoid damage or waste.
- Completes assignments during allotted scheduled times.
- Participates in the evaluation performance of Nursing assistants and Licensed Practical Nurses
- Provides advocacy between the Sister and health providers.
- Process physician orders according to facility policy.

### **Qualifications and Skills**

- Bachelor's Degree or Associate Degree in Nursing from an accredited nursing program required.
- One year related experienced and/or training; or equivalent combination of education and experience.
- Experience in a Long-Term Care facility preferred.
- CPR certification required.

The RN positions are benefit eligible positions and offer a competitive wage. Our benefits that are available includes health/dental/vision insurance, company paid short-term and long-term disability, life insurance and 403(b) employer contribution, paid vacation days and holidays.

Qualified candidates please send a cover letter and resume to Sonia Riecan, Human Resources Manager – U.S. Province at [sriecan@sssf.org](mailto:sriecan@sssf.org) or apply online on our website.