



Istituto Figlie di Maria Ausiliatrice

Salesiane di Don Bosco

Mary Immaculate Province - SUO

FMA Provincial House - San Antonio, TX

Position Title: Wellness Coordinator

Organization: Salesian Sisters of St. John Bosco

Location: Provincial House, San Antonio, TX

Employment Status: Part-time

Salary Range: \$19-\$21 per hour

Position Overview

The Wellness Coordinator supports the holistic health and well-being of the Salesian Sisters by coordinating care and promoting a balanced lifestyle that nurtures body, mind, and spirit. This role ensures that Sisters receive compassionate health support while fostering opportunities for recreation, exercise, and community connection that enhance joyful living.

Key Responsibilities

- Develop individualized wellness plans for the Sisters that include physical, emotional, spiritual, social, and dietary well-being.
- Coordinate medical appointments and follow-ups for Sisters, maintaining communication with healthcare providers, caregivers, and leadership.
- Manage and organize Explanation of Benefits (EOB) and related billing documentation.
- Coordinate prescription pick-ups and refills for Sisters at the Provincial House.
- Plan and encourage recreational and exercise activities suited to a range of abilities.
- Identify and connect resources, programs, and services that enhance quality of life, including wellness initiatives, preventive health opportunities, and improving cognitive needs of sisters.
- Support Sisters experiencing a life transition by helping them to achieve an optimal quality of health and well-being.
- Maintain confidential health records and documentation in accordance with privacy standards.
- Provide educational opportunities for congregational members and staff to better understand the aging process and to empower Sisters to make proactive, healthy living choices.

Qualifications

- Bachelor's degree in nursing, health administration, social work, recreation therapy, or a related field preferred.
- Experience in care coordination, health promotion, or elder care preferred
- Strong organizational and interpersonal skills with compassion and respect for religious life.
- Proficiency in maintaining schedules, records, and communications efficiently
- Display high standards for work ethics and emotional maturity

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

To apply, please send your resume to Sr. Ignacia Carrillo at ph@salesiansisterswest.org