

Diocese of Nashville

<https://dioceseofnashville.com/job/care-coordinator/>

Care Coordinator (Part-Time)

Description

The Care Coordinator supports the mission of the Heart of Mary House by coordinating compassionate, resident-centered care for individuals who are dying and in need of a supportive home during their final journey. This role ensures that residents, their families, and staff receive the support they need while maintaining the spiritual foundation and the Catholic social teaching of the ministry.

The Care Coordinator must have a general understanding of the **Religious and Moral Directives for Catholic Health Care Services (ERDs)** and demonstrate respect for the inherent dignity of every human life. Familiarity with **end-of-life care**, hospice processes, and comfort-focused support is essential.

Key Responsibilities

Resident Care Coordination

- Serve as the primary point of contact for coordinating care between residents, families, hospice agencies, medical personnel, and caregiver staff.
- Assist in resident admissions, including reviewing referrals, completing intake assessments, and gathering necessary documentation.
- Ensure resident needs are met with dignity, compassion, and respect, consistent with Catholic moral teachings.
- Oversee daily care planning and ensure smooth communication among the caregiving team.
- Monitor resident changes and communicate timely updates to hospice providers and leadership.

Staff Support

- Coordinate caregiver schedules in collaboration with the executive director and house manager.
- Provide basic training and guidance to caregiver staff regarding resident needs, comfort care, infection control, and household procedures.
- Support a culture of Christian hospitality, compassion, and teamwork.

Administrative & Operational Duties

- Maintain accurate resident records, care notes, and communication logs.
- Assist in maintaining inventory of care supplies, medications, PPE, and household necessities.
- Participate in routine meetings, resident updates, and spiritual or mission-centered gatherings.
- Support compliance with organizational policies, safety guidelines, and Catholic ethical standards.

Required Qualifications

- Experience in caregiving, hospice support, social services, pastoral care, nursing assistance, or related field.

Hiring organization

Heart of Mary House

Job Location

Nashville, TN

Date posted

December 4, 2025

Valid through

06.03.2026

Please send your resume and cover letter to Kimderrick@heartofmaryhouse.net

- Familiarity with **end-of-life care**, hospice philosophy, and comfort-focused support.
- General understanding of the **Catholic Church's Religious and Moral Directives**, particularly those related to end-of-life dignity, non-abandonment, and respect for life.
- Ability to work compassionately with vulnerable populations, especially the poor and terminally ill.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality and uphold professional boundaries.

Preferred Qualifications

- Previous experience in a clinical setting, faith-based ministry, or charitable care setting.
- RN, LPN, Social Worker, or comparable background (not required).
- Experience with volunteers or small-team care models.

Personal Qualities

- Compassionate, patient, and mission-oriented.
- Comfortable in a spiritually grounded, Catholic environment that welcomes all people.
- Emotionally mature and capable of supporting families and volunteers during end-of-life moments.
- Flexible, dependable, and able to work calmly under pressure.

Physical Requirements

- Ability to assist with resident mobility, repositioning, and personal care as needed.
- Ability to stand, walk, bend, and lift up to 25–40 lbs safely

About us

Heart of Mary House provides a home and loving, dignified care, to those in need through compassionate end-of-life care, when dying at home is not an option.

The Caregiver serves a supportive role, acting as an advocate for the resident/family/caregiver. The position of Caregiver provides personal care, delivery of medication in accordance with the hospice plan of care, along with emotional and spiritual care for the resident and their circle. This is done while following all organizational and program policies and procedures and maintaining the values of Catholic Social Teachings.

Organization: Heart of Mary House – Nashville, TN

Reports To: Executive Director / House Manager

Schedule: Part-Time (approx. 15–25 hours/week)

To Apply

Please send your resume and cover letter to Kinderrick@heartofmaryhouse.net