

Job Title: Care Manager

Location: Roman Catholic Diocese of Saginaw, MI

Job Type: Part-Time (0.50 FTE)

Reports to: Director of Care Management

Summary: The Care Manager role is a distinctive, mission-driven position dedicated to supporting the clergy members of the Roman Catholic Diocese of Saginaw, MI in their comprehensive wellness. Acting as a navigator, this role helps clergy members move through the complexities of the healthcare system. Serving as a coordinator, the Care Manager organizes schedules, appointments, and resources while providing disease and chronic care management, and benefit plan navigation. This role provides support to ensure that each clergy member has seamless access to the services they need. With a strong commitment to advocacy, the Care Manager will take a proactive approach to caring for all aspects of the clergy members' health and well-being. This position emphasizes compassionate guidance and attentive engagement rather than direct clinical care.

Responsibilities:

- Educate members about preventive care and wellness initiatives through outreach efforts.
- Provide educational materials and resources to help members understand and access healthcare services.
- Schedule and coordinate a range of healthcare appointments including medical, dental and specialist visits.
- Assist members in setting up and using remote monitoring devices (e.g., glucometers, blood pressure cuffs, medical alert systems).
- Manage the delivery of device supplies and other essential health-related resources.
- Assess home safety and organize home modifications or meal services as needed.
- Identify and coordinate community support services, such as transportation and home care, for members.
- Help members navigate benefit coordination and collaborate with healthcare plan design vendors.
- Develop and implement outreach campaigns to inform members about available benefits and services.
- Participate in client meetings to provide information on services and address any unmet needs.
- Follow up with members after hospital discharge and conduct on-site hospital visits for those who choose to participate.
- Work with company pharmacists and social workers to offer additional support to members.
- Maintain confidentiality and comply with PHI and HIPAA guidelines while acting as a trusted advocate.
- Interact professionally and respectfully with members and colleagues.
- Travel to member locations and events as needed.
- Perform additional duties as assigned by the Director of Care Management.

Requirements:

- Minimum of 3 years of experience, preferably in healthcare coordination or a support role.
- RN, LPN, CNA, MA – however, this job does not require direct clinical patient care, so an inactive license or certificate is acceptable. This position would fit a nurse ready to move away from bedside care.
- Excellent communication and interpersonal skills, with a strong ability to listen and provide emotional support.
- Strong organizational skills, attention to detail, and the ability to effectively manage schedules and maintain accurate records.
- Humble, personable demeanor with a genuine desire to assist and support others.
- Ability to work independently as well as collaboratively with healthcare providers.
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint).
- This position is suitable for someone who has clinical experience and has worked in a medical office environment with a passion for coordinating and managing schedules and navigating the healthcare maze for patients.

Compensation:

- Salary will be commensurate with experience and qualifications with a range between \$22-\$28 per hour.

Availability: This position is available January 1, 2026. If you are compassionate, detail-oriented, and enthusiastic about supporting clergy members in their healthcare needs, please submit your resume and a cover letter outlining your qualifications and interest in the position to REC@metacareusa.com

Equal Employment Opportunity: Meta Care Inc. is dedicated to fostering a diverse and inclusive environment and is proud to be an equal-opportunity employer. We provide equal consideration to all qualified applicants, regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.