

Job Title: Care Manager

Location: Catholic Diocese of Tulsa, OK

Job Type: Part-Time: 16 hours/week (2 eight hour days)

Reports to: Director of Care Management

About the Role: As a **Care Manager**, you will be a trusted guide and advocate for the members of the Catholic Diocese of Tulsa, helping them to navigate the complexities of healthcare and supporting their overall well-being. Rather than providing hands-on clinical care, you'll serve as a compassionate coordinator—ensuring that members receive the right care, in the right place, at the right time.

This member advocate role blends purpose-driven service with professional expertise, offering the chance to build meaningful relationships while helping members access the resources they need to flourish. If you're passionate about supporting others, thrive in a mission-centered environment, and want to make a meaningful difference in the lives of those who serve the Church, this role offers a rare and fulfilling opportunity.

Key Responsibilities:

- **Promote preventive wellness** by educating members on health initiatives and available resources.
- **Provide clear, accessible health information** to help members understand and utilize their benefits.
- **Coordinate medical, dental, and specialist appointments** to ensure seamless care experiences.
- **Assist with remote monitoring tools** such as glucometers, blood pressure cuffs, and alert systems.
- **Manage delivery of medical supplies** and other essential health-related items.
- **Connect members with community resources** including transportation, home care, and support services.
- **Guide members through benefit coordination** and collaborate with plan design vendors.
- **Develop outreach campaigns** to increase awareness of available services and benefits.
- **Participate in client meetings** to identify needs and ensure comprehensive support.
- **Provide post-hospitalization follow-up** including optional on-site visits.

- **Collaborate with pharmacists and social workers** to deliver holistic care support.
- **Maintain strict confidentiality** in accordance with PHI and HIPAA guidelines.
- **Engage respectfully and professionally** with clergy members and colleagues.
- **Travel as needed** to member locations and events.
- **Perform additional duties** as assigned by the Director of Care Management.

Who We're Looking For:

- **Minimum 3 years of experience** in healthcare coordination or a related support role.
- **RN, LPN, CNA or MA license** (active or inactive). Ideal for nurses seeking a meaningful non-bedside role.
- **Experience in clinical or medical office settings** and a passion for helping individuals navigate the healthcare system.
- **Exceptional communication and listening skills** with the ability to offer emotional support
- **Strong organizational abilities** and attention to detail.
- **A humble, service-oriented demeanor** and genuine desire to support others.
- **Ability to work independently and collaboratively** with healthcare professionals.
- **Proficiency in Microsoft Office** (Word, Excel, PowerPoint).

Compensation:

- **Hourly rate:** \$23–\$25, based on experience and qualifications.

Availability: This position is available January 1, 2026. If you are compassionate, detail-oriented, and inspired by the opportunity to support members in their health and wellness journey, please submit your resume and a cover letter to REC@metacareusa.com

Equal Employment Opportunity: Meta Care Inc. is proud to be an equal-opportunity employer. All qualified applicants are encouraged to apply.