

Crown of Life Lutheran Church Parish Nurse Job Description

Job Title: Parish Nurse

Purpose: The position Parish Nurse exists to provide the congregation with leadership and guidance in the areas of health counseling, health referral, and health education, and to assist the Senior Pastor of the church with specialized visitation assistance and counsel.

Mission: The mission of our Parish Nurse is the intentional integration of the practice of faith with the practice of nursing. The Parish Nurse is a health professional whose ministry encompasses a healthy spirituality as well as the physical health of the members of Crown of Life.

Qualifications: The Parish Nurse is a licensed, registered nurse possessing a BSN and recent experience in the field of nursing. The Parish Nurse has a working knowledge of the practices, medicines, protocols, and challenges and rewards of working with a senior citizen population.

Personal Characteristics: The Parish Nurse maintains an exceptional standard of personal hygiene and appearance. This is a non-smoking position, on- and off-campus, as a part of the example of healthy living the Parish Nurse will exemplify. The Parish Nurse is a skilled communicator verbally and in writing, possessing the computer skills necessary to maintain records, keep up an email correspondence, research issues, etc. The Parish Nurse is a member in good standing of an evangelical church, whose life exemplifies a Christ-like attitude of service and grace to others. The Parish Nurse is a “self-starter” who anticipates and responds to the needs of the people of our parish, and who is able also to work under the close supervision of the pastoral office and alongside the administrative staff. The Parish Nurse understands the practice of confidentiality in relationships.

Duties: The Parish Nurse seeks ways and means to fulfill the purpose of the position and avoid activities that go beyond the scope of the position. Specifically, the Parish Nurse will:

- A. Meet regularly with the pastoral staff to discuss work priorities and possibilities and
 - 1) Collaborate on special health needs within the congregation;
 - 2) Furnish a written activity report at least monthly, including visits made, consultations, meetings on and off campus, etc.;
 - 3) Plan health screenings, presentations, or other activities to further the purpose of the position.
- B. Be a Health Educator by:
 - 1) Providing articles for the monthly newsletter and weekly bulletins;
 - 2) Make healthcare literature available for the congregation;
 - 3) Encourage participation in health-related activities such as regular exercise, doctor visits, etc.
- C. Be a health counselor by:

- 1) Being available for private meetings with members of the church to discuss health issues and strategies;
 - 2) Visit members in hospital or care facilities as requested or needed;
 - 3) Answering questions about medications, health care plans, management of current health issues.
- D. Be a Health Referral Agent by:
- 1) Developing community contacts and discovering resources for the purposes of referral;
 - 2) Maintain a resource listing of nursing, convalescent and retirement facilities, in-home care operators, etc.;
 - 3) Refer members of the congregation to appropriate health care opportunities as soon as the Parish Nurse recognizes the needs of the member exceed the scope of the Parish Nurse position or experience.

Accountability: The Parish Nurse is accountable, day-to-day, to the Senior Pastor.

Working Conditions: The Parish Nurse is an at-will, part time, no-benefits employee of the church. Either party may terminate this at-will employment agreement, with a minimum of 2 weeks' notice. An office will be provided the Parish Nurse, which will serve as the primary storage area for materials related to the position, and interview room for on-campus meetings with members, etc. Working hours are as agreed between Parish Nurse and Senior Pastor, not to exceed 20 hours weekly except in emergency.

It is our prayer at Crown of Life Lutheran Church that the Parish Nurse will be a comfort to our members through the work that a spiritually mature health professional will accomplish here, and that our church and its people will be a blessing to the Parish Nurse. May God grant His peace and His grace to the Parish Nurse and to the people served.