

St. Mark's Evangelical Lutheran Church
Job description

Position title: Parish Nurse
Supervised by: Senior Pastor
Status: Part-time, approximately 24 hours / week, salaried
FLSA: Exempt

Summary

This position provides health counseling, guidance and education in a faith-based approach to improve the health and well-being of the members of St. Mark's.

Primary Duties and Responsibilities

This position works collaboratively with all congregational ministries to fulfill our mission and vision. To meet the challenges and opportunities of a changing context, other duties may be assigned over time. The four principal areas listed below follow the standard practices of parish nursing.

Health Counselor

1. Visitation and follow-up in homes, hospitals and long-term care facilities.
2. Providing nursing process guidance where applicable by assessing physical, psychological, social and spiritual needs, including communicating with other health professionals as needed to meet health needs.
3. Facilitating health screenings in the congregation. In doing so, may conduct functional assessments to determine individual needs for assistance.
4. Documenting individual contacts and maintaining records according to confidentiality laws and regulations.
5. Preparing and maintaining reports of monthly individual and group contacts and other reports as requested by church council.

Referral/Resource Advisor

1. Referring individuals to pastor, physician or community support services as needed.
2. Acting as a liaison between congregation and community resources.
3. Developing and maintaining positive working relationship with church staff, members of the congregation, and community resources/agencies.
4. Maintaining an awareness of the resources within the community.
5. Networking with other parish nurses and professionals.

Equip and Train Volunteers

1. Identify and assess congregational health opportunities for volunteers.
2. Recruiting volunteers for various health ministry related activities.
3. Providing orientation and continuing education for volunteers for health related ministries.

Currently a Health Ministry Team meets quarterly to provide support and volunteer assistance.

Health Educator

1. Coordinating and/or presenting health related classes or courses to meet congregation needs, including health and wellness topics.
2. Providing proper communication including newsletter information, message boards and educational literature at the church.

Qualifications and Requirements

- Registered Nurse with a current license in Illinois required.
- Organizational, computer, and communication skills, including the ability to write reports.
- 3 years minimum experience in medicine; 5+ years preferred.
- Minimum: ability to do basic needs assessment. Preferred: community health nursing experience, plus the ability to do community assessments and provide health counseling.
- Minimum: ability to complete basic preparation course in parish nursing via the Westburg Institute. Preferred: Completion of this basic preparation course.
- Compliance and “clear” report with background checks done on a regular basis by the church.
- Compliance with Nurse Practice Act, and with St. Mark’s policies, procedures and the *Employee Handbook*.
- Availability for some weekend and evening work due to emergency consultations, wellness classes and congregational assessments.
- Valid drivers’ license and current CPR certification.
- Ability to lift 30 pounds on a daily basis, stoop, bend, reach, grab with arms and hands, communicate with others, distinguish colors and access buildings with multi-stair entry, or reasonable appropriate accommodations.

Working Conditions

- Travels in automobiles to congregation, clients’ homes, hospitals and long-term care facilities to provide care in all types of weather conditions and on all types of roads.
- Works in congregation and patient homes where conditions can vary dramatically.
- May be exposed to infectious disease or infectious materials, but potential for personal harm and injury is limited when proper Personal Protective Equipment (PPE), safety and health precautions are used.

Continuing Education

Continuing education requests will be made in consultation with the Senior Pastor and Health Ministry Team.

Core Competencies

- **Spiritual maturity:** A follower of Jesus Christ who strives to make prayer and Bible reading a regular part of life. Shows strong personal depth and spiritual grounding, a person of prayer and devotion, nurturing a rich spiritual life through reading, reflection and study, and able to articulate a clear theology based in the Word and consistent with the ELCA.
- **Integrity and Trust:** Practices direct, honest and transparent communication; keeps confidences; admits mistakes; and responds to situations with constancy, clarity and reliability.
- **Values:** Honors the mission, vision and core values of the congregation in his/her choice of behaviors; able to influence others to engage, provide resources and serve; and generate energy, passion and commitment to the mission, vision and core values in others.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork;

shares credit for success with others, takes responsibility for his or her part in team failures.

- **Interpersonal Skills:** Relates well to all kinds of people including peers, superiors and subordinates, inside and outside of the congregation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; is seen as approachable.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.
- **Verbal and Written Communication:** Ensure that the congregation, council, volunteers and staff are kept informed of relevant information. Able to deliver or write a succinct message clearly, articulately and with emotion and tone appropriate to the context.