

Job/Position Title: Parish Nurse
FLSA: Non-Exempt
Reports to: Executive Director
Receives work direction from: Pastor, Health Care Advisory
Provides work direction to: Volunteers
Full/Part Time: Regular Part Time
Time Requirements: 20 flexible hours per week – no fixed schedule
This position requires working days, some evenings and weekends, some “paid holidays” and other major events.
Benefits: All accrued/paid benefits will be based on 20 hour work week. For all accrued/paid benefits employee shall be prorated at 4 hours per day, 2 hours per half day.
Probation Period: Three years
Date:

It is required that this employee be an active participating Roman Catholic

Purpose of Position:

To provide professional leadership, direction and coordination for the pastoral, spiritual, and physical development of parishioners with the healing ministry of the church by promoting wellness of body, mind, and spirit, in a Christ centered environment; to oversee various volunteers as they minister to the Christian, spiritual and health needs of the families within the parish community; to promote and involve participation of youth, and their families, in organized programs, events, fundraisers and social gatherings; and to foster their participation in all aspects of parish life.

General Responsibilities:

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the church. Their public behavior must not violate faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active participating Roman Catholic.

Representative Responsibilities:

*To be present where needed, ready for work, to recognize situations that require additional effort, to put in more time when necessary, to provide an example of punctuality.

*To help create a productive harmonious environment, promoting good moral, adequate communication and cooperative teamwork.

*Provide professional leadership to coordinate and maintain the parish healing ministry programs including the following duties:

- *Risk Management
 - Gather information required from volunteers for background checks and submit to Volunteer Facilitator
 - Train volunteers about the VIRTUS program

- * Promote the relationship between faith and health
 - Organize, promote and evaluate parish health-related activities and programs
 - Promote the achievement of optimal physical, emotional, and spiritual health
 - Educate through programs or individual ministry to parish members and staff
 - Be a referral source that assists parish members in understanding and utilizing parish resources and community health services
 - Maintain log of parishioners who are visited or called, by priest, deacons, nurse and We Care Ministry

- *Recruit, organize, coordinate and train volunteers for health related activities
 - Recruit and train volunteers for fitness classes (stretch, exercise, yoga, zumba)
 - Coordinate the Fitness challenge
 - Coordinate prayer shawl program
 - Coordinate current and new programs for the elderly and younger families
 - Coordinate blood pressure screening on the second weekend of the month after the 4:30pm, 8:00 and 10:00am Masses
 - Perform blood pressure screening after Monday morning Mass
 - Coordinate Flu Clinics (when vaccine is available)

- * Promote wellness of body, mind, and spirit, in a Christ centered environment
 - Chairperson of Health Care Advisory which assists in planning workshops and activities
 - Be available for home and hospital visits
 - Maintain Nurse bulletin board and handouts in the designated areas of the church building
 - Introduce a healing touch spiritual ministry and monitor parishioners' response
 - Use each opportunity to emphasize the interdependence of faith, values, beliefs and behaviors upon holistic health and well being

- *Parish Communications of Parish Nurse
 - Publish health related articles in parish bulletin
 - Maintain web site
 - Update information on the parish nurse programs
 - Add to calendar of events nursing ministry events
 - Send Thank-you notes as necessary

*Operate Department within approved budget; Submit budget annually

*Submit a calendar year of events along with the budget annually

*Participate in performance review with supervisor

*Provide a good example of Catholic Christian living

***Continuing Education**

Participate in bi-monthly staff meetings

Participate in workshops and professional organizations as a part of ongoing formation

Attend Deanery workshop/development events

Monthly (3rd Wed) meetings with We Care Ministers - training program included

Seeks opportunities for personal, spiritual and professional growth

Other Responsibilities

- Be an active member of the Roman Catholic Church
- Possess ability to work well with a wide range of cultures, ages, and personalities
- Current licensure as a Registered Nurse in the State of Minnesota
- Completion of a parish Nurse Training Program
- Experience in clinical nursing and/or public health nursing, previous health education experience desirable
- Knowledge of and compliance with the code of Ethics of nursing and the State of Minnesota's Nurse Practice Act
- Ability to integrate and apply the spiritual aspects of holistic health, personally and professionally
- Possess computer word-processing, texting, internet, and website skills
- Possess ability to organize, plan, and initiate programs and people
- Possess education or experience in training, delegating, empowering and supervising others
- Be personable and cooperative with staff members and parishioners
- Successfully complete the standard Archdiocese background check
- Successfully complete VIRTUS training

Mental Demands

- Possess the ability to perform diplomatically; recognize and maintain confidentiality
- Work well with others when appropriate while maintaining a positive and helpful attitude at all times, even during chaotic times
- Able to work independently on routine and regular responsibilities to accomplish tasks within appropriate time lines

Physical Demands

- Able to go up and down steps
- Able to sit or stand for long periods of time
- Able to operation telephones, computer keyboards, office and various equipment
- Able to drive a motor vehicle
- Able to work long hours and/or weekends when required
- Able to lift up to 35 lbs. (normal small office equipment and materials)

Parish Nurse

The parish nurse is key to developing and maintaining relationships with people and organizations. This position involves serving as a resource to older adults and family members, Center staff, partner organizations, and the community-at-large. The goal is to help older adults (and their family members) as they face issues of aging to encourage health in mind/body/spirit and assist them in their transitions.

The requirements of the position include:

- Licensed nurse (current license)
- Excellent verbal communication skills, good written skills
- Experience with health education and wellness programming
- Demonstrated capability for self-direction and follow-through
- Ability to adhere to confidentiality/privacy standards
- Ability to work in/with a team of staff and volunteers
- Ability to record information about visits and clients, using written forms and the Center's electronic database
- Knowledge/familiarity with Microsoft Office software applications (Word, PowerPoint, Excel)
- Comfort with a faith-based setting

Desired/Preferred expertise or training includes:

- Certification/education as a Parish Nurse
- Experience with older adults
- Previous experience in working in a faith-based and/or small non-profit organization, particularly as a parish nurse
- Comfort with evidence-based program development, grant projects, and reporting

Primary Job Responsibilities:

Maintain/enhance the health education, health screening, prevention and "mini-clinic" programs (foot care, flu shots, blood pressure, screening, etc.) for older adults and their caregivers for the Center for Healing & Wholeness, working with the Center Director to identify, design, schedule, and host sessions and programs.

Manage and enhance wellness and fitness programs targeted at older adults (such as Tai Chi, Balance class) toward the goal of encouraging people to maintain or improve aspects of their own health or self-care. Use evidence-based programs when possible.

Work collaboratively with our partner and local organizations to increase program effectiveness, content and outreach. Partners currently include:

Particular focus is on: Falls Prevention, Diabetes and Stroke Awareness, Nutrition, Advance Directives, and Stress Management (for Caregivers).

Perform in-person senior assessments for those older adults who are referred to the Partners in Care model of care. Conduct home visits or visits to the hospital, rehabilitation unit, or nursing home on occasion, as part of "walking with" older persons who we have a relationship with and are supporting.

Meet proactively one on one with older persons and/or family members, when requested, to advise them on effective methods for handling anticipated transitions in health or care, for example, around what to expect and how to prepare (in terms of activities of daily living) when going home from elective surgery or choosing hospice. Assist with "navigation" of the medical care system in a supportive role.

Serve as an internal resource to other Center staff, particularly to support the services provided through the Center's Care Team Ministry program, Resource Coordination service, and around specific grant initiatives.

Serve as liaison to _____ pastors' & visitation pastors' and Stephen Ministers' work to reach senior members of NLC who are experiencing difficulties in health status

Facilitate/help maintain Prayer Shawl program in conjunction with _____ Senior Ministry Committee.

Maintain database for tracking services delivered, reporting to funders and for examining areas for quality improvement (help evaluate present and future information needs to create a database to respond to these needs)

Serve as key staff member and "front line" person to be a "friendly face and listening ear to seniors and their families"

Maintain hard and electronic files and organize/maintain records for reporting and quality management purposes.

Maintain parish nurse professional standards, in keeping with the parish nurse certification/training.

Sample Job Description

JOB DESCRIPTION

POSITION: Parish Nurse
DATE: 7/24/2007
FLSA: NON-EXEMPT
TIME/BENEFITS: PART TIME, 10 hrs/week
REPORTS TO: Director of Administration
DIRECT REPORTS: None
Provides work direction to: Other office staff and volunteers
Receives work direction from: Parish Nurse Coordinator (Lakeview Hospital), Pastor, Parochial Vicar, other office staff
RESOURCE TO: Parishioners, Parish Staff and other Parish Nurses

PRIMARY FUNCTION:

Provide parishioners and parish staff and volunteers understanding of, caring for, and assistance in navigating and responding to the health-related needs of parishioners and the community as part of the parish's pastoral care to the whole human person. Promote the integration of human ecology by providing leadership in identifying and responding to health-related needs of the members of the parish.

GENERAL EXPECTATIONS:

1. *Demonstrate knowledge, understanding, and acceptance of Catholic Church doctrine and policies in the areas of liturgy, sacraments, morality, ethics and education. Be committed to continue learning and implementing these policies.
2. *Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
3. *Be informed of all mandatory Federal, State and Archdiocesan laws and policies which impact on moral and ethical treatment of persons (e.g. treatment of youth, child protection reporting requirements, sexual harassment/misconduct, etc.). Ensure compliance with these laws and policies in all programs.
4. *Maintain professional standards of confidentiality.

5. *Cooperate with and implement established parish policies and procedures in all areas, including finances, personnel, facility use, calendaring, etc.
6. *The Parish Nurse should share the spiritual vision of the Pastor, especially the mission and identity of the parish.
7. *Participate in the life and activities of the parish as a member of the parish staff.
8. *Parish Nurse activities will be influenced and defined by the unique needs of the parish.
9. *Participate in the activities of the Department of Parish Nursing Services appropriate to this position and to be a representative of the Hospital concept of human ecology (the understanding and care of human beings as whole persons in light of their relationships to God, themselves, their families, and the society in which they live).

SPECIFIC REPRESENTATIVE RESPONSIBILITIES: Includes...

1. *Serves as a personal health counselor to parishioners, parish staff, and community members.
2. *Promotes an understanding of the relationship between lifestyles, attitudes, faith, and well-being through such activities as classes, seminars, health fairs, and educational materials.
3. *Serves as a community resource, demonstrating knowledge of community services and agencies in order to make appropriate referrals.
4. *Serves as a liaison between parishioners and community agencies when needed.
5. *Recruits and coordinates volunteers who provide support to parishioners in identified areas of need specifically related to parish nurse program.
6. *Facilitates the availability of support groups within the parish as needed.
7. *Functions as an active member of the parish staff.
8. *Coordinates a parish wellness committee which serves as a resource in defining and evaluating the parish nurse's activities.
9. *Maintains appropriate records and statistical data necessary to document the functions and activities of the parish nurse as requested by the

1. *Participates fully in the peer group process designed to foster personal and spiritual development.
2. *Attends the educational sessions which are provided in response to the identified learning needs.
3. *Gives and receives professional support to and from the peer group and Hospital multidisciplinary staff.
4. *Maintains appropriate statistical data and reports to enable the faculty associated with the parish nurse program to provide ongoing training and supervision to the parish nurse.
5. *Interacts and cooperates with the program's community and faculty as requested.

OTHER RESPONSIBILITIES: Includes...

1. *Complete and submit semi-monthly timecards for payroll.
2. *Provide other documentation as needed to comply with administrative and office procedures.
3. *Perform other duties as requested by the supervisor.

The responsibilities listed above are representative of the position and are not all-inclusive. Those responsibilities that are starred "*" are essential functions of the position.

I have reviewed this job description, agree with its terms, and understand that these responsibilities and duties may change.

Director of Pastoral Care

Date

I have reviewed this job description and agree with its terms.

Supervisor

Date

QUALIFICATIONS:

1. Must be licensed in the State of Minnesota as a registered nurse.
2. 3-5 years of nursing experience required.
3. Medical/surgical and/or community health nursing preferred.
4. Ability to understand and communicate the concepts of the interrelatedness of body, mind, and spirit to health and wellness.

5. Understanding of, and commitment to, the church's vital mission in fostering wellness in today's society.
6. Good communication, interpersonal, and caring skills required.
7. Completion of Parish Nurse Program within 1 year of employment.
8. Must work effectively with others in an interdisciplinary setting.
9. Ability to work without direct supervision.
10. Basic computer skills required.

MENTAL DEMANDS:

1. Demonstrate compassion to all people seeking assistance from the parish.
2. Ability to remain calm in chaotic and crisis situations.
3. Ability to work effectively with people in difficult situations.
4. Ability to recognize and channel their own feelings in an appropriate and healthy manner.
5. Ability to keep professional confidentiality when assisting individuals.

PHYSICAL DEMANDS:

1. Ability to climb stairs.
2. Ability to make and answer phone calls.
3. Ability to travel locally and meet with parishioners in their homes.

Job Description: Parish Nurse/Wellness Coordinator

Purpose:

Increase the wellness, well being and care of individuals and families in the community utilizing talented, caring volunteers and appropriate tools for healthy living. Provide spiritual care and guidance concerning health and wellness issues.

Relationship:

The Parish Nurse/Wellness Coordinator reports to the Senior Pastor and works with the Wellness Ministry Team and appropriate committees/teams to fulfill the stated purpose and in support of relational ministry.

Responsibilities:

1. Seek to promote an understanding of the relationship between faith and health by lifting up lifestyle practices as a matter of stewardship and faith.
2. Identify health/wellness needs of our aging population at (through survey or other appropriate means).
3. Identify health/wellness needs of the entire congregation in age-segmented categories, including individuals, families and households.
4. Be a resource to the leaders of current care ministry volunteer activities at Church.
5. Design systems of communication, training, service and accountability for new and existing ministries as appropriate, for example: Care Teams, Easter Kin, BeFrienders, Funeral Meals, Emergency Meals, Baby Welcome Wagon, Health Production Team, Growing Through Loss, Spiritual Formation Team, Spiritual Direction, Parents of Differently Abled Children (PODAC), etc.
6. Be a resource for navigating care needs not met by the health care system.
7. Provide and document referrals to health care services and resources within the congregation and external community.
8. Coordinate the wellness and care ministries of clergy, staff, committees and volunteers, especially nurses and persons with gifts and passion for caring.
9. Participate in meetings with the Wellness Ministry Team, church staff and other groups as needed.
10. Facilitate the development of support groups for the faith community and others served, as needed.

11. Evaluate outcomes and improve programming toward desired outcomes in conjunction with the Wellness Ministry Team.
12. Help staff live well and model wellness for others.

Qualifications:

1. Parish Nurse Certification.
2. Licensed registered nurse in the State of Minnesota, with 2-3 years nursing experience.
3. Excellent communication skills and teaching techniques.
4. Knowledge of current nursing and health-care issues in health promotion as related to lifestyle.
5. Knowledge of health services and resources in the community.
6. Excellent organizational and administrative skills, including basic computer skills.
7. Participation in church and community activities that contribute to professional growth and the promotion of wholistic health philosophy.
8. Motivated, self directed; able to work independently.
9. Demonstrate the ability to articulate the understanding that the wellness model includes the life of faith.

Compensation:

This is a part time position – 500 to 750 hours per year, funded in part from a 3-year grant from the

TITLE: PARISH NURSE

JOB SUMMARY: The primary purpose of this position is to develop and guide the health ministry of the parish in collaboration with the Pastor, Parish Council, the Health Committee, and parishioners. The Parish Nurse Program at _____ is a health ministry which encourages each individual's physical, emotional, spiritual, and social well-being in the context of their relationship with God, family and neighbor. At _____ this can best be accomplished by a commitment to: living the gospel, creating a culture of service, listening well, serving the greater community, designing collaborative leadership, ministering to all and accepting financial responsibility.

JOB ACCOUNTABILITY: The Parish Nurse reports to the Pastor.

ESSENTIAL FUNCTIONS:

1. Serves as health counselor to parishioners and parish staff regarding personal health concerns and appropriate interventions. Available to make home, hospital and nursing home visits as indicated.
2. Serves as a health educator and promotes an understanding of the relationship between lifestyles, attitudes, faith and well-being through such activities as classes, seminars, support groups, health fairs and educational materials.
3. Serves as a referral source, assisting parishioners in accessing appropriate community health and support services.
4. Facilitates the recruitment training and supervision of volunteers to assist with parish nurse activities. Collaborates with existing volunteer programs and seeks to integrate the use of these programs into health activities.
5. Seeks to clarify the relationship between faith and health during personal interactions with parishioners and through educational media such as newsletter, bulletin, classes.
6. Works collaboratively with members of the pastoral team, parish staff, and parish council.
7. Respects and maintains individual's right to privacy and confidentiality.
8. Seeks opportunities for personal, spiritual, and professional growth.
9. Develop the program budget and operate within those budget parameters.

QUALIFICATIONS:

1. Graduate of an approved school of nursing.
2. Current license to practice registered nursing in Minnesota.
3. Completion of a certified parish nurse training course.
4. 3-5 years of nursing experience.
5. Demonstrates a faith commitment and gives expression to it by regular communal worship.
6. Understands and demonstrates appreciation for the Catholic tradition
7. Knowledge of and commitment to holistic dimensions of health and wellness

POSITION DESCRIPTION

POSITION TITLE: Parish Nurse DATE:

FLSA: Non-Exempt

Reports to: Pastor

Indirectly reports to: N/A

Direct Reports: N/A

Provides work direction to: N/A

Receives work direction from: Pastor

Resource person to: Health and Wellness Committee, Parish and School Staff, Stephen Ministers, Women's Club, SPARKS, Parish Activity Chairs/Coordinators, Nativity Cub Scouts, Boy Scouts, Girl Scouts, Parish Community at large.

This position is Part time without benefits

Hours hired to work: 10-20 hours per week, 12 months

Purpose of Position: Evaluates the health care needs of the parish, responds to health concerns. Provides information about chronic disease management and healthy life-styles. Provides information and education regarding health and wellness, child health, chronic disease, normal aging, etc. Develops relationships with other health facilities in the community and refers parishioners to the appropriate facility

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

To be present where needed, ready for work, to recognize situations that require additional effort, to put in more time when necessary, to provide an example of punctuality.

To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork.

***Representative Responsibilities:**

*Health Educator-organize, coordinate, promote and evaluate parish health related activities and programs.

*Personal Health Counselor-promotes physical, emotional, spiritual health and well-being to parish members based upon individual needs.

*Facilitator-recruit, organize coordinate and train volunteers for health related activities.

*Referral Source-act as liaison to other ministries by assisting in the utilization and understanding of the health care system.

*Interpreter of the Relationship between Faith and Health- promote and understanding of the relationship between beliefs, values behaviors and well-being.

OTHER RESPONSIBILITIES:

*Member of the Parish Nurse networks group

*Provide Virtus training to Staff and parishioners as requested

Staff Member

- Contribute to the ongoing evolution of the total parish goals and objectives
- Work cooperatively with staff at meetings, special staff days, and in the office
- Attend all staff meetings, days of prayer, staff workshop days

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

The responsibilities listed above preceded by “*” are considered essential functions of this position.

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization’s needs change, my job description will change.

Incumbent’s signature _____ date _____

date of hire _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor’s signature _____ date _____

Qualifications:

Registered nurse with current nursing license.
Baccalaureate in nursing preferred.
Participation in continuing education programs related to parish nursing responsibilities.
Nursing experience including medical/surgical, community/public health and home health nursing recommended.
Experience in teaching, health counseling and church ministry is highly desirable.
Ability to integrate and apply the spiritual aspects of holistic health, personally and professionally.
Knowledge and practice of holistic health philosophy.
Knowledge of current nursing/medical practice in dealing with health care issues.
Knowledge of health services and resources in the community.
Self-motivated and self directed, with a desire to grow personally and professionally.
Knowledge of and compliance with the Code of Ethics of Nursing and State of Minnesota Nurse Practice Act
Participation in Parish liturgies and activities.
Participation in parish nurse network groups.

Mental Demands:

Work well with various individuals, in particular those experiencing health concerns.
Ability to remain calm in stressful situations.
Empathetic personality with a highly developed sense of responsibility.
Ability to maintain confidential health information
Good communication skills.
Good organizational skills.
Ability to use leadership skills in individuals and support their work.
Ability to take responsibility for various activities and programs.

Physical Demands:

Adequate energy to perform stated duties.
Ability to attend evening and weekend meetings and/or events
Ability to use equipment pertinent to position