

Sample Job Description for Parish Nursing Coordinators/Managers

Parish Nursing is found operating in a number different situations and no one job description would seem to cover all situations or the different management roles associated with parish nursing practice. The sample job descriptions offered here illustrate several typical situations. .

This position may be paid or unpaid and functions primarily as an organizer of a parish nurse network within a geographic area or local congregation.

Job Title: Coordinator of Parish Nursing Programs; Parish Nurse Program Coordinator

Reporting Relationship: Reports to a manager or director.

Purpose: This position provides consultation, networking, theological reflection opportunities and continuing education to parish nurses within a designated geographic area. Additional responsibilities include development and administration of a documentation system that meets the requirements of the state nurse practice act and the scope and standards of parish nursing practice.

Accountabilities and Job Activities:

I. Clinical Consultation

- ⇒ Contributes to the development of an infrastructure to support the administration of the parish nurse program. The infrastructure would be expected to include: Philosophy, Mission, Vision, Program goals, System for providing theological reflection, Organizational chart, Practice standards, Policies and procedures, and, written agreements.
- ⇒ Participates in the establishment of an advisory committee and faculty for the parish nurse program that creates resources for the parish nurse program and parish nurses.
- ⇒ Participates in the development and implementation of a plan for integrating the parish nurses into the institution's continuum of care.
- ⇒ Consults with clergy of parish nurse congregations to assist in the evaluation of the parish nurse and parish nurse program.

II. Community Relationships

- ⇒ Works with units within the health care institution to create linkages with Constituencies in the community with the intention of creating relationships which will foster cost effective utilization of health care resources.
- ⇒ Represents the health care institution at congregational events in the community.
- ⇒ Encourages the development of parish nurse programs through local congregations.

III. Education and Research

- ⇒ Participates in the orientation and mentoring of parish nurses and clergy.
- ⇒ Chairs the parish nurse faculty that has responsibility for the development, implementation and evaluation of the parish nurse curriculum for in-service, mentoring and continuing education.
- ⇒ Participates in insuring opportunities for theological reflection for the parish nurses.
- ⇒ Participates in parish nurse research.

IV. Program Administration

- ⇒ Promotes the concept of the ministry of parish nursing practice within congregations.
- ⇒ Assists congregations in the development of a new parish nurse program.
- ⇒ Participates in the selection of congregations and parish nurses that will serve these congregations.
- ⇒ Participates in the annual evaluation of the parish nurse.
- ⇒ Submits program reports on a quarterly basis identifying the activities that have occurred in that quarter. These reports are summarized into an annual report at the end of the fiscal year.

V. Grant Administration

- ⇒ Participates in the development of grants for the parish nurse network.
- ⇒ Maintains records of the grant activities for use in submitting reports to the granting agency.
- ⇒ Assists in the management of grant funds in accordance with the stipulations of the grant.
- ⇒ Collaborates in the publication and presentation of information regarding the content and outcome of the grant.

VI. Professional Development

- ⇒ Serves on health care system and community committees.
- ⇒ responsibility for professional as well as spiritual growth and development.

Required Skills: Excellent communicator, both written and oral, Demonstrates sensitivity to the dynamics and belief system of local faith communities, Knowledge of the organizational structure and policies of a health care institution, Appreciation of whole person health and the congregation as a place of health and healing, Exhibits spiritual maturity.

Education and Experience: Graduation from an accredited school of nursing and currently licensed as a professional registered nurse. Master's degree preferably in nursing, Seven years clinical experience, Two years experience as a parish nurse. Demonstrable skills in education.