

## **Job Title: Director/Manager of Parish Nursing Services**

This position is a paid position and has the administrative responsibility for parish nursing services.

Reporting Relationship: Vice President, Senior Vice President or Chief Executive Officer.

Purpose: This position holds the fiscal responsibility for parish nursing services which includes development of policies and procedures that describe the operations of parish nursing services, infrastructure, budget and long range strategic planning. Additional responsibilities include management of the selection, supervision, basic preparation, continuing education, theological reflection, program development and evaluation of the parish nurse as well as parish nursing services.

Accountabilities and Job Activities:

### **I. Clinical Administration**

- ⇔ Administer and documents the operations of Parish Nursing Services including, but not limited to the following: Philosophy, Mission, Vision, Theological reflection, Continuing education, Long range planning, Short and long term goals, Organizational chart, Practice standards, Policies and procedures,
- ⇔ Contracts, and Evaluation.
- ⇔ Establishes and chairs an advisory committee and faculty for parish nursing services that provides for the development of resources for the parish nurses.
- ⇔ Collaborates in the development and implementation of a plan to integrate the parish nurses into the continuum of care.
- ⇔ Develops a mentoring plan that addresses practice, professional development and role modification.
- ⇔ Provides for the evaluation of parish nursing services.

### **II. Inter-program Consultation**

- ⇔ Collaborates with other units within the health care system to develop linkages that will foster support for parish nursing services and healthier communities.
- ⇔ Represents Parish Nursing Services at community service functions.
- ⇔ Promotes the development of quality parish nurse programs through the development of a protocol for working with congregations.

### **III. Education and Research**

- ⇔ Develops and participates in the orientation and mentoring of parish nurses and pastors new to the program.
- ⇔ Provides for the parish nurses to participate in a Basic Preparation in parish nursing which includes the standardized core curriculum for parish nursing.
- ⇔ Develops and or participates in research related to parish nursing.

### **IV. Program Administration**

- ⇔ Develops a long-range strategic plan for the growth and development for parish nursing services.
- ⇔ Selects the congregations that the health care institution will partner with in developing parish nursing services.
- ⇔ Participates in the recruitment, interviewing, selection (and if applicable the hiring) of new parish nurses.
- ⇔ Completes an annual evaluation of the parish nurse in conjunction with the pastor of the congregation.
- ⇔ Directs Parish Nursing Services
- ⇔ Coordinates and monitors new contract development and administration and records administration
- ⇔ Oversees salary and fiscal management and support staff
- ⇔ Guides new congregations in the development of a new parish nurse program.
- ⇔ Creates ongoing program status reports to the administration of the health care system.

### **V. Grant Administration**

- ⇔ Develops grant proposals in collaboration with health care system staff.
- ⇔ Maintains accurate records of grant activities in accordance with grant specifications.
- ⇔ Develops a documentation system for parish nursing services.
- ⇔ Presents findings developed through grant funded projects at conferences and through publication.

### **VI. Professional Development**

- ⇔ Serves on designated committees within the health care system.
- ⇔ Represents the health care institution at community forums and both internal and external educational programs.

**Required Skills:** Excellent communicator, both written and oral, Demonstrated 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 a current RN license, Masters degree preferably in nursing. Attendance at a Basic Parish Nurse Preparation Course and the Basic Preparation Course for Parish Nurse Managers and Directors. Experience in developing and offering educational programs. Experience working with congregations. Experience in management positions