

# JOB DESCRIPTION



CHRIST CHURCH  
EPISCOPAL

Job Title: Parish Nurse  
Hours: 20 hours per week, Flexible scheduling  
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina  
Date Revised: September 13, 2017

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## **Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this part time position (20 hours per week) is to enable others to obtain a closer union with God.

The Parish Nurse will collaborate with Clergy, Staff and Lay leadership in a relational ministry of health, healing, wellness, and spiritual care. The Parish Nurse will be an integrator of faith and health, a personal health counselor, a health advocate and educator, referral agent, and developer of support ministries and other groups.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

## **Reporting Relationships**

This position reports to the Priest Associate for Pastoral Care

## **Other Key Relationships**

Internal: Rector, Pastoral Care Staff, Church Staff, Vestry, Parishioners

External: Community partners, Local health care agencies, Greenville/St. Frances Hospital Systems, Hospice Facilities, Residential Care Facilities, Local funeral homes

## **Position Description**

The Parish Nurse has responsibility for:

1. Visiting parishioners in hospitals, care facilities, and private homes
2. Providing transportation to health related appointments
3. Serving as a health advocate for parishioners
4. Working with parishioners and families to synthesize and understand diagnoses/treatments
5. Creating health-related support groups within the parish
6. Counseling parishioners on health-related issues
7. Teaching classes on maintaining health and wellness
8. Assisting parishioners adapting to lifestyle changes
9. Assisting parishioners with receiving necessary health services
10. Providing parishioners with referrals to health/medical resources within the community
11. Coordinating volunteers
12. Coordinating monthly health checks
13. Coordinating Bi-Annual Blood Drive
14. Coordinating New Baby gathers three times per year
15. Other duties as assigned by the Rector or his designees

## **Essential Job Functions and Responsibilities**

### **1. Integrator of Faith and Ministry**

- a. Assess the needs of parishioners by establishing and maintaining positive relationships
- b. Incorporate an understanding of the connection between faith and health
- c. Identify opportunities for the integration of spiritual growth and physical wellness
- d. Work with clergy and staff to facilitate an environment that fosters strong clergy-parishioner connections

### **2. Personal Health Counselor**

- a. Serve as a compassionate presence to parishioners who are dealing with acute or chronic medical or stress-related issues through visits, calls, notes and prayer.
- b. Accompany parishioners to medical appointments if requested to facilitate parishioner's understanding of diagnosis, treatment, and prognosis.
- c. Assist in communicating, if requested by parishioner, medical diagnosis, treatment and prognosis to family members.
- d. Document and communicate information in accordance with professional nursing and Pastoral Care Staff guidelines.

### **3. Health Advocate**

- a. Provide health education and referral information along with comfort, guidance and spiritual support.
- b. Encourage parishioners to avail themselves of services or referrals

### **4. Referral Agent**

- a. Develop community contacts in order to establish a network of resources and services to meet the needs of members of the parish.
- b. Maintain files of current health care resources in the community in collaboration with Senior Adult Ministries Director.
- c. Network with other Pastoral Care Committee members, other parish nurses, and health care professionals.

### **5. Health Educator**

- a. Assess health education needs of groups or individuals in collaboration with clergy and the Pastoral Care staff.
- b. Prepare, develop and/or coordinate educational programs or speakers based on identified needs of groups along the health care continuum in collaboration with clergy and the Pastoral Care Committee.
- c. Provide health maintenance, disease prevention or illness/disease information upon request to individuals and make those materials available to the wider parish.

### **6. Ministry and Support Group Developer**

- a. Identify in collaboration with clergy and staff areas of needs and interest for additional Pastoral Care services.
- b. Develop and/or facilitate support groups that are identified as areas of need and interest for members of the Parish and community.
- c. Participate with Pastoral Care staff in the evaluation of the efficacy of ministry areas and support groups.
- d. Identify available community support groups and refer appropriately.

## **G. Volunteer Trainer**

1. Identify and recruit professional and lay volunteers to participate in the parish nurse ministry
2. Participate in the training of volunteers of other Pastoral Care ministries on issues related to health care.

### **Required Competencies**

- Registered Nurse with current South Carolina License
- Must be responsible for maintaining personal malpractice insurance
- Must pass background/drug/motor vehicle screening
- Ability to collaborate with clergy, staff, and parishioners
- Strong oral, written, and interpersonal communication skills
- Computer literate with knowledge of MS Office, and the ability to learn software quickly

### **Required Minimum Education and Experience**

- Associate's or Bachelor's degree in related field
- At least 12 months of related professional experience
- Experience in patient care/counseling/advocacy

### **Personal Qualities**

- Lives into his/her faith
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Excels at operating in a fast-paced, diverse community environment
- Excellent people manager, open to direction and commitment to getting the job done
- High comfort level working in a fluid environment
- Strong adherence to confidentiality and managing sensitive information

### **General Physical Requirements**

- **Sedentary Work:** Employee is required to exert up to 10 pound of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Walking and standing are required occasionally and all other sedentary criteria are met.
- **Mild Exertion:** Employee may be called upon at times or in emergency situations to help support or move adults in distress or in need of assistance.
- **Manual Dexterity:** Picking, pinching, typing, or otherwise working primarily with finger rather than with the whole hand or arm as in handling.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Activities must convey detailed or important spoken instructions to other accurately, loudly, or quickly.
- **Hearing:** Perceiving the nature of sounds at a normal speaking level or without correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
- **Visual Acuity:** Employee is required to have close visual acuity to perform an activity such as data entry, transcribing, viewing a computer, and/or expansive reading.
- **Working Conditions:** Employee is subject to both inside and outside environmental conditions.