



Christian Science Nursing Administrative Support

Job Title: Christian Science Nursing Administrative Support

Ministerial Designation: Minister of Religion, exempt

Status: Regular Full-time

Department: Christian Science Nursing

Reports To: Co-Director, Christian Science Nursing

Active Date: June 2025

Summary: Participates in Tenacre's mission and ministry of Christian Science nursing by directly supporting the Christian Science Nursing Department (CSND) staff and guests in an administrative capacity. As an integral part of the Christian Science Nursing Department Services (CSNDS) team, the individual in this role maintains an overall awareness of the needs of the ministry, covering a broad range of essential duties and tasks to ensure the CSND's staff and guest needs are met efficiently and in a timely manner.

Competencies: To perform this job successfully, an individual should be consistently demonstrating his or her knowledge of the practice of Christian Science as outlined in the *Church Manual of The First Church of Christ, Scientist*, in Boston, Massachusetts, by Mary Baker Eddy. There should be a thorough understanding of the role "Christian Science nurse" and a desire to uplift Tenacre's ministry and staff with close support and attention to detail. Additional competencies include:

Servant Leadership and Teamwork: Supports the camaraderie and unity among all CSND staff; maintains trust and respect for one another's ministry. Demonstrates an unselfed approach to working with others.

Communication Skills: Communicates with and responds to others in a non-hierarchical manner, with warmth, respect, and patience; maintains confidentiality; conversation reflects the Golden Rule standard; responds promptly to all communications including text messages, phone calls, emails, and voicemails; completes requests on a timely basis; follows-up appropriately on requests made of others; has excellent writing and computer skills.

Ethics: Maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity and upholds organizational values; inspires the trust of others; demonstrates respect for all; keeps commitments; understands lawful and ethical standards.

Planning/Organizing: Establishes an orderly, systematic course of action to accomplish a multitude of tasks; prioritizes tasks appropriately; works effectively with time-sensitive tasks; willingly modifies planned tasks when necessary; strives to express efficiency and organization, keeping in

mind God's requirement for "wisdom, economy, and brotherly love". (*Church Manual*, Mary Baker Eddy).

Judgment: Takes appropriate initiative; makes sound, accurate, and timely decisions; includes appropriate individuals in decision-making processes; can manage and complete projects and essential tasks without detailed oversight.

Technical Skills: Skillfully utilizes office technology such as phones, copiers, computers, scanners; navigates software programs and tools such as word processing, spreadsheets, the internet, and CSND's scheduling/attendance and payroll.

Essential Duties and Responsibilities include the following.

- Maintains detailed oversight with ordering and organization of Christian Science nursing supplies, care items, and equipment
- Processes invoices for supplies ordered and services rendered for CSND
- Supports with CSND payroll processing
- Maintains an awareness of the ministry's current needs with regards to staffing and admissions
- Serves occasionally in support of CSND's on-call approach for staff scheduling needs
- Coordinates guests' weekly hair care services
- Coordinates travel arrangements and arrivals for Christian Science nurses and new staff
- Assists current and departing guests with appointments and transportation as needed; coordinates with CSND Christian Science nurses regarding various guests' supplies and personal effects

Specific Duties and other duties may be assigned.

General Administrative Support

- Prepares welcome materials for new/arriving guests
- Assists with department mail collection and distribution of notices/communications
- Coordinates orientation and onboarding of new CSND staff
- Orders Christian Science periodicals for Christian Science nursing settings and ministry teams
- Attends department meetings, educational activities, and workshops
- Able to provide property tours for visitors, new staff members, etc. as appropriate
- Keeps current with relevant process documents
- Prepares department newsletters and notices
- Maintains former and current guest files and department records

Equipment and Supplies

- Weekly maintains department's inventory of supplies and equipment in storage areas, ensuring they are orderly and in good working order
- Coordinates with external service and sales representatives regarding equipment and supply ordering
- Oversees maintenance agreements and loaned equipment forms

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A member of The First Church of Christ, Scientist, in Boston, Massachusetts, in good standing
- Primary Class Instruction with a *Journal*-listed Christian Science Teacher, in good standing
- Completion of up to Ministry of Christian Science Nursing II course or comparable experience/classes; all skills workshops relating to the CSN-I and CSN-II areas of responsibility
- Participation in appropriate aspects of the on-going Standards Education/workshops/mentoring offered by Tenacre's School of Christian Science Nursing that relate to CSN-I and II
- Demonstrated ability to understand verbal and written communications in English; can read aloud, write, and speak English fluently, all of which are understandable by others
- Proficiently skilled with internet and Microsoft Office applications (word processing, Excel spreadsheets, data bases, etc.)
- Additional staff development/education courses offered by Tenacre may be required

Compensation

- \$70,000 - \$93,000 annually

Benefits

- Paid time off with carryover and payout features
- 401(k) tax deferred savings plan with a match up to 6% of your annual pay with eligibility from date of hire
- Pension plan
- Optional health insurance
- Life insurance
- Financial education
- Other education assistance
- Dependent care assistance
- Family tuition assistance