



## Job Description

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**Job Title:** Manager, Rose Cottage

**Ministerial Designation:** Minister of Religion, exempt

**Department:** Shared Residential Living

**Reports To:** VP, Christian Science Nursing

**Prepared Date:** 10/22/2019

### Manager, Rose Cottage

**Summary:** Participates in the mission and ministry of Tenacre by serving as Residential Manager of Rose Cottage. This position helps to fulfill this mission and maintain this healing environment by supporting Christian Scientists in a home setting.

#### Competencies

To perform this job successfully, an individual should be progressively demonstrating his or her knowledge of the practice of Christian Science as stated in the *Church Manual of The First Church of Christ, Scientist, in Boston Massachusetts* by Mary Baker Eddy, in working with residents and staff. Additional competencies include:

**Leadership and Teamwork:** Supports the camaraderie and unity among all staff and within the Rose Cottage team; maintains trust and respect for the ministry of others; takes actions that demonstrate an unselfed approach.

**Communication Skills:** Communicates effectively and responds to others (one-on-one or with a group) in a respectful manner with warmth, and patience; maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity; conversation reflects the highest Biblical standard; replies to inquiries and completes requests on a timely basis; follows-up appropriately on requests made of others; properly represents Christian Science and Christian Science nursing to the public.

**Ethics:** Inspires the trust of others; maintains confidentiality; demonstrates respect for all; keeps commitments; understands lawful and ethical standards.

**Quality Management:** Demonstrates trustworthiness, accuracy, thoroughness, orderliness, and attention to detail.

**Judgment:** Willingness to make decisions; exhibits sound and accurate judgement; gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

**Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation.

#### Essential Duties and Responsibilities: other duties may be assigned

##### Metaphysical

- Ensures that the healing purpose of Christian Science is foremost in thought and is represented throughout all interactions, communications, and activities
- Brings a metaphysical readiness and maturity to support residents in Rose Cottage and the whole community
- Devotes thoughtful prayer each day to metaphysically to support those in Rose Cottage, Tenacre, and the Cause of Christian Science
- Consistently alert to and spiritually discerns the needs of the residents
- Knows the *Church Manual By-law* for the Christian Science nurse and consistently lets it pervade all work

- Expresses the qualities of a nurse, as stated in *Science and Health with Key to the Scriptures* by Mary Baker Eddy on page 395

### **Residents and Staff**

- Is alert and attentive to the well-being of the residents
- Manages admissions and departures for residents
- Hires (with team approval) and manages staff to support the running of the residence
- Stays abreast of and handles legal requirements related to the residents and the home in general
- Attends educational conferences related to Residential, such as Organization of Residential Homes

### **Other specific duties**

- Lives on site acting as a house manager and head of the household; is the overseer of residents; is on call 24/7 to oversee the Cottage, though does not need to be on campus 24/7
- Creates and nurtures a homelike environment where Christian Scientists can thrive, live in harmony, and support one another in their active practice of Christian Science
- Acts with “wisdom, economy and brotherly love (*Church Manual*, p. 77:18)” for all actions, including the use of resources and all budgeting needs
- Coordinates all activities of the Cottage, such as attending church services, hymn sings, social events
- Works in harmony with other Tenacre departments to meet the needs of Rose Cottage and its residents
- Professionally maintains clear and timely records and reports for Rose Cottage
- Stays up to date with technology needed for the work
- Remains aware of state rooming and boarding house requirements and upholds these standards
- Meets regularly and collaborates with VP, Christian Science Nursing

### **Qualifications**

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

### **Education and/or Experience**

- Current membership in The Mother Church, The First Church of Christ, Scientist
- Primary Christian Science Class Instruction
- Experience in management and oversight of caring for others, preferred
- Demonstrated ability to read out-loud, write, speak, and be understood in English
- Computer literacy; working knowledge of Microsoft Office