



Christian Science Nursing Assistant and Housekeeper Coordinator

Job Title: Christian Science Nursing Assistant and Housekeeper Coordinator

Ministerial Designation: Minister of Religion-exempt

Department: Christian Science Nursing

Reports To: Director of Christian Science Nursing Department

Prepared Date: September 21, 2021

Summary: The Christian Science Nursing Assistant (CSNA) and Housekeeper Coordinator participates in the mission and ministries of Tenacre by promoting normalcy, orderliness, progress, nurturing, and healing for our Church friends; by supporting CSNA and housekeeping staff and coordinating, organizing, planning, and negotiating housekeeping and CSNA services for the Christian Science nursing settings.

Competencies

To perform this job successfully, an individual should be progressively 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. Additional competencies include:

Christian Qualities: Is sincere, unselfish; expresses spiritual mindedness, humility, and practicality; is prompt, alert, amiable, and truthful.

Nursing Qualities: Naturally caring, nurturing nature; good sense of humor, enthusiastic; loving towards all; is cooperative and humble and expresses the qualities of a nurse, as stated in *Science and Health with Key to the Scriptures*, by Mary Baker Eddy, on page 395:18.

Ethics: Acts and speaks in a manner consistent with the highest ethics and integrity and ethically upholds organizational values; inspires the trust of others; maintains confidentiality; demonstrates respect for all; keeps commitments; respects legal and ethical standards; is quick to handle animal magnetism.

Servant Leadership and Teamwork: Supports the camaraderie and unity among all staff and within the Christian Science nursing settings; shows respect for one another's ministry; takes actions that demonstrate an unselfish approach; is comfortable being part of a vibrant, global community and interacts with everyone with ease; builds trust and unity among the Christian Science Housekeepers and the CSNAs and listens to their suggestions.

Communication Skills: Communicates and responds to others (one-on-one or with a group) with respect, warmth, empathy, and patience; conversation reflects the highest Biblical standard; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made of others.

Attention to Detail: Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently, even under the demands of multiple tasks.

Initiative and Flexibility: Able to work independently and establish trust; can be counted on to get

things done on time and correctly; adapts quickly to changing needs and schedules; seeks increased responsibilities and follows through.

Judgment: Gets questions answered from appropriate sources; prayerfully considers the use of proper resources and individuals in decision making and uses Tenacre resources wisely.

Apply Functional Knowledge: Obtains an appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns this information and these skills quickly.

Essential Duties and Responsibilities: other duties may be assigned.

Metaphysical

- Expresses purity of thought and action and holds in thought the perfect model: perfect God and perfect man
- Brings a metaphysical readiness and maturity to support Church friends, Christian Science nurses, Tenacre, and the Cause of Christian Science
- Approaches every task from a metaphysical basis and "... resolves things into thoughts, and exchanges the objects of sense for the ideas of Soul..." *Science and Health with Key to the Scriptures*, page 269
- Knows the *Church Manual* By-law for the Christian Science nurse and consistently lets it pervade all work
- Participates in inspirational talks and workshops provided by Tenacre

Coordinating Duties

- Provides educational classes and orientation for CSNAs and CS Housekeepers
- Stays in communication with the Christian Science Nursing Setting Coordinators and Setting Support
- Remains flexible with both roles to ensure that all daily responsibilities are completed
- Schedules:
 - Schedules both staff roles to cover the settings seven days/week; collaborates with CSN Staff Manager
 - Calls and facilitates regular meetings for both teams
 - Adapts to a flexible work schedule; works weekends on rotating schedule as needed, and is willing to cover needs that arise spontaneously for the CSN department
 - Prepares work schedules, assigns responsibilities
- Oversees the quality of work
- Supports individuals and serves as a resource while they learn
- Uses office technology including phone, pagers, radio, copiers, Tenacre network, email, and internet
- Attends Christian Science Nursing Department meetings
- Collaborates with CSN Services to provide introductory and ongoing evaluations as needed

Housekeeping Duties

- Maintains a clean storage area for equipment and supplies; ensures adequate inventory of cleaning supplies
- Maintains housekeeping equipment and supplies and oversees their upkeep
- Understands and is familiar with the cleaning products and knows how to safely use them
- In collaboration with the CS Housekeeping team:
 - Maintains, cleans, and tidies Church friends' rooms, bathrooms, and the Christian Science nursing settings' common spaces, including kitchen areas
 - Safely gathers necessary chemicals, supplies, and equipment; sets up and replenishes cleaning cart
 - Keeps CSN settings stocked with clean linens, toiletries, and other supplies

- Safely and properly maintains and uses any cleaning equipment, and occasionally lifts items weighing up to 25 pounds
- Drives utility carts

Christian Science Nursing Assistant Duties

- In collaboration with the CSN Assistant team:
 - Provides one-on-one support
 - Gives simple mobility assistance
 - Provides mealtime assistance
 - Assists at CF group activities
 - Takes on other responsibilities, as needed, for the general care of the CSN settings

Qualifications:

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

Education and Experience:

- Member of The First Church of Christ, Scientist
- Primary Christian Science Class Instruction
- Experienced Christian Science nurse
- Experience with facilitating meetings and teaching
- Demonstrated ability to read out loud, write and speak English – all of which are understandable by Church friends and staff
- Demonstrated physical abilities such as bending, stretching, and walking for extended periods
- High School Diploma
- Unexpired driver's license
- Experience in a team lead position
- Computer skills; adept at using Microsoft Office and internet