



## Christian Science Nurse Mentor Coordinator

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**Job Title:** Christian Science Nurse Mentor Coordinator

**Ministerial Designation:** Minister of Religion-exempt, Full Time

**Department:** Christian Science Nursing

**Reports To:** Director of Christian Science Nursing Department

**Prepared Date:** February 10, 2021

**Summary:** Participates in the mission and ministry of Tenacre, working as the Christian Science Nurse (CSN) Mentor Coordinator overseeing the CSN mentoring team and gives a broad array of support to CSNs.

### 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 Science Nursing Standards:** Maintains the highest level of standards. Understands and applies Article VIII, Section 31, **Christian Science Nurse**, of the *Church Manual* in all aspects of their ministry with Church friends and fellow staff. Uses the *Basic Christian Science Nursing Considerations* as a standard for meeting individual needs. Understands each individual CSN's practice is unique, but that a high standard of care can still be expressed.

**Nursing Qualities:** Naturally caring and nurturing, approachable; loves Church friends and staff alike; is cooperative, 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.

**Mentoring Skills:** Approaches mentoring to support the growing practice of fellow CSNs. Has the ability to give individual instruction and guidance to other CSNs, while helping them to feel loved and respected. Encourages CSNs to ask questions, ask for assistance, and to feel comfortable sharing ideas. Is an advocate for the CSNs. Has a genuine desire to support all CSNs, and to provide the highest level of care for Church friends. Is a good listener and readily turns to God in prayer for guidance. Is comfortable taking needed time to pray. Strives to let God, divine Love lead, rather than personal sense. Promotes creative reasoning and thought rather than emphasizing procedure when caring for the needs of Church friends.

**Teaching Skills:** Enjoys teaching and can give instructions that are easy to follow. Can plan and facilitate CSN Department workshops to large and small groups.

**Teamwork:** Supports the camaraderie and unity among all staff and within the Christian Science Nursing Mentoring team; maintains trust and respect for one another's ministry; takes actions that demonstrate an unselfish approach; is comfortable being part of a vibrant, diverse community and interacts with people from all corners of the globe with ease.

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

**Quality Management:** Demonstrates accuracy, thoroughness, orderliness, and attention to detail; has skills in project management; delegates wisely, matching responsibility with team members' strengths; supports and monitors delegated responsibilities; follows-up appropriately on requests made of others; exhibits sound and accurate judgement; gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

**Apply Functional Knowledge:** Takes advantage of opportunities presented for continuing education in Christian Science nursing.

**Essential Duties and Responsibilities:** Other duties may be assigned.

#### **Mentoring**

- Mentors CSNs as needed to support their practice in general and supports them with new or changing care needs and evaluates their progress; helps ensure proper care is given to Church friends

#### **Coordinates CSN Mentor Team**

- Coordinates with the CSN mentors to support all CSN staff members as needed through individual mentoring, mini workshops, etc.
- Works with CSN mentors to support the Tenacre School of Christian Science Nursing such as during the courses when the students are introduced in the CSN settings

#### **Administrative**

- Ministers five days a week, generally from 7am – 3:30 pm, although must be flexible and able to minister during any ministry period for mentoring staff
- Is willing and able to be scheduled as a CSN, or on call as needed
- Keeps abreast of new Church friend's arrivals, and assists in assigning CSNs to care for new Church friend to ensure consistency and proper care
- Attends Christian Science Nursing Services (CSNS) meetings as requested by Director
- Schedules mentoring assignments and keeps the CSN Mentor team's schedule current along with other notes and logs of workshop attendance
- Weekly meetings with the mentoring and services teams and Director

#### **Works with CSNS to oversee new staff members and new temporary CSNs**

(In conjunction with the Manager of Staff for CSNS)

- Schedules Fire Safety Education, Introduction to Alarm Doors, and Skills Review to be done by a CSN mentor within the first 3 days of employment
- Coordinates mentoring support for new staff
- Assists with writing and giving evaluations for new full-time staff and temporary staff and those CSNs returning from CS nursing education courses; writes and gives change-of-role evaluations

#### **Oversees the CSN Assistant classes**

- Oversees plan for the 1-to-2-week CSN Assistant class
- Helps teach and coordinates with other CSNs to teach
- Coordinates mentoring needed to support and evaluate the new CSN Assistants

#### **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

- Has completed a recognized CSN education course, which included instructing/mentoring
- Currently listed as a CSN in the *Christian Science Journal*
- Has had a wide variety of experiences in their CSN practice
- Leadership experience, preferred
- Demonstrated ability to read out loud, write and speak English – all of which are understandable by Church friends and staff
- Current driver's license; can safely drive cart, car, and van