



Christian Science Housekeeper

Job Title: Christian Science Housekeeper
Ministerial Designation: Religiously Qualified – Non-Exempt
Department: Christian Science Nursing
Reports To: Co-Directors of Christian Science Nursing
Prepared Date: May 27, 2020

Summary: The Christian Science Housekeeper participates in the mission and ministries of Tenacre by promoting normalcy, progress, nurturing, and healing for our Church friends (patients), and by providing a clean and tidy environment in the rooms and common areas of Christian Science nursing settings and of those currently receiving Christian Science nursing care.

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, has 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.

Servant Leadership and Teamwork: Supports the camaraderie and unity among all staff and within the Christian Science nursing settings; maintains trust and 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.

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 establishes trust; can be counted on to get things done on time and correctly; adapts quickly to changing needs and schedules.

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

Housekeeping Duties

- Maintains, cleans, and tidies Church friends' rooms, bathrooms, and the Christian Science nursing setting's common spaces, including kitchen areas
- Launders and dries Church friend's personal laundry and spot clean linens and clothing as needed
- Adapts to a flexible work schedule; may be asked to work weekends on a four to a six-week rotating schedule, and is willing to cover needs that arise spontaneously for the department
- Safely gathers necessary chemicals, supplies, and equipment; sets up and replenishes cleaning cart
- Keeps setting stocked with clean linens, toiletries, and other supplies
- Safely and properly maintains and uses any cleaning equipment, and occasionally lifts items weighing up to 25lbs
- Reads checklist daily for work assignments
- Drives utility carts once trained

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, preferred
- 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
- Driver license, preferred