



## Christian Science Nursing Ministry Coordinator

**Job Title:** Christian Science Nursing Ministry Coordinator

**Department:** Ministry Services

**Reports To:** Vice President, Christian Science Nursing

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

**Prepared Date:** 10/16/2023

**Summary:** Participates in the Mission and Ministry of Tenacre as a Christian Science nurse, by:

- Overseeing all scheduling and payroll for our Christian Science nursing ministry
- Attending ministry manager meetings and working collaboratively to meet day to day needs for all Christian Science nursing ministry departments
- Working a core schedule of five days per week
- Responding to needs and implementing ideas that affect the entire ministry as may be assigned by the Vice President.

**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.

**Leadership:** Takes initiative; ably makes decisions and includes appropriate people in decision-making process; is energetic; seeks to inspire others; trusts and is trustworthy.

**Communication:** Responds to others with warmth, respect, openness, diplomacy; gives appropriate recognition and feedback; is experienced in group presentation and facilitation; has excellent phone, writing, and grammar skills.

**Planning/Organizing:** Manages multiple demands; delegates appropriately; prioritizes and uses time efficiently; is highly organized, thorough, and accurate.

**Teamwork:** Brings multiple people and viewpoints together and works through differences to find solutions for the ministry as a whole.

**Essential Duties and Responsibilities (below).** Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Ministry Responsibilities**

- Collaborates with Vice President and Staff Relations as needed, regarding staff challenges and disciplinary issues
- Meets with Staff Relations and other Christian Science nursing managers regularly to review staff employment issues
- May provide administrative support for hires, including attending interviews and sending arrival and departure notifications
- May write, review, or edit ministry-wide communications
- Cross-trains with other staff so there is a payroll and scheduling backup
- Attends Christian Science nursing manager's meeting and provides input and feedback
- Helps schedule ministry-wide meetings
- Provides logistical support for staff development initiatives
- Special projects and administrative tasks as may be assigned by the Vice President

### **Scheduling and Payroll Responsibilities**

- Scheduling across multiple departments
- Payroll across multiple departments
- Staff tracking across multiple departments
- Liaison between all Christian Science nursing managers as related to scheduling and payroll
- Notifies managers when evaluations and reviews are needed
- Covers on-call for staff on scheduled ministry days
- Oversees the schedule afterhours call-list, so that there is coverage for taking schedule change requests
- Evaluates and recommends technology that could assist in our scheduling, tracking, and payroll of staff, as well as internal communications
- Responds promptly to inquiries, including text messages, emails, voicemails, and phone calls

### **Collaborative Responsibilities**

- Maintains an awareness of laws and regulations that must be followed by the Christian Science Nursing staff
- Articulates Tenacre's Christian Science Nursing vision and purpose when responding to concerns
- Can represent a department to outside agencies (e.g. Department of Community Affairs, medical examiners) and follows through with their requirements in conjunction with relevant managers
- Can attend meetings for the Vice President in his absence.

### **Computer Skills**

- Must have developed computer skills and familiarity with the Internet, Zoom, and Microsoft Office software, including Excel. Training will be provided in current software programs related to scheduling and payroll software.

**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**

- Primary Christian Science Class Instruction
- Work experience in a Christian Science nursing facility.
- Some experience in scheduling preferred