

Tenacre Foundation Job Description

Job Title: Christian Science Nurse, Assistant Director, Homecare

Ministerial Designation: Minister of Religion, exempt

Department: Homecare Ministry

Reports To: Director, Homecare

Prepared Date: 01/07/2019

Summary: Participates in the mission and ministry of Tenacre by serving as a Christian Science nurse in home and in public settings and collaborates with the Director of Homecare to cover seven days a week.

Competencies

To perform this job successfully, an individual should be progressively demonstrating the competencies outlined in the *Basic Qualifications and Competencies for Religiously-qualified Positions at Tenacre*. Other key competencies include:

Ethics: Maintains confidentiality; and is trustworthy.

Communication Skills: Communicates and responds to others (one-on-one or with a group) in a non-hierarchical manner with warmth, respect, and patience; replies to inquiries and completes requests on a timely basis; follows-up appropriately on requests made of others.

Quality Management: Demonstrates thoroughness, accuracy and orderliness, as well as initiative and creativity; manages time and competing demands effectively; pays attention to detail; works independently to carry out assignments without supervision.

Judgment: Makes sound, accurate, and timely decisions; includes appropriate people in decision-making process; can manage and complete projects without detailed oversight.

Adaptability: Adapts to changes in the work environment; shows flexibility.

Compassion: Demonstrates Christly compassion.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Covers Christian Science Nursing Homecare Ministry in PA, DE and NJ, as well as NY and other neighboring states as called upon - seven days per week, 365 days per year
- Works in harmony with the New Jersey Visiting Christian Science Nursing Service
- Collaborates with Homecare Director to carry out educational opportunities in the Field with Christian Science nurses and Tenacre School students
- Assists Director with scheduling, paper work, and taking calls
- Provides all aspects of the Christian Science Nurse Scope of Services as established by The Mother Church (<https://www.christianscience.com/additional-resources/christian-science-nursing>)
- Skillfully utilizes technology, including computer and software programs

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

- Member of The First Church of Christ, Scientist
- Primary Class Instruction in Christian Science
- Currently advertises in the *Christian Science Journal*
- Five-plus years well-rounded experience in discerning and meeting Christian Science nursing needs
- In-home care experience, preferred
- Fluent in speaking, reading, and writing English
- Excellent driving record