

**Parish Nurse
Grace Lutheran Church and School
Position Description**

Position Title: Parish Nurse
Reports To: Senior Pastor
Status Part-Time (25 hours/week)
Date: February 2024
Approved By: Senior Pastor

This position description will be reviewed periodically and is subject to change.

Primary Purpose of the Parish Nurse

The Parish Nurse has the primary responsibility to integrate faith and health by coordinating health and wellness initiatives within the congregation and local community, promoting whole person (mind, body, spirit) care for congregation members, identifying opportunities and referrals within the community, and nurturing disease prevention education.

Essential Duties and Responsibilities

- Coordinate care offered by the congregation to its members, and partner with the pastors and others in delivering such care
- Visit members of Grace at home, in hospitals, and in care facilities
- Foster and encourage connections between faith and health, in collaboration with the pastors and the Health Cabinet
- Attend and support Grace ministries for seniors, especially Cornerstones
- Support the ministry of the Health Cabinet
- Create a culture of health and wellness within the congregation
- Design and oversee programs and events at Grace that promote faith and health in daily living
- Provide health education and support to members of Grace
- Provide spiritual care for members of Grace
- Identify health needs in the congregation and community, in collaboration with support groups, health care professionals, and other civic and religious groups
- Maintain records of faith and health programming
- Prepare reports, as appropriate
- Other duties as assigned

Staff Relationships

- Supervised by Senior Pastor. Works collaboratively with all staff members, particularly as related to essential duties.

Equipment and Machines Used

- Personal computer with all necessary software and internet applications, including Office 365; ACS Database; voicemail; copier; etc.

Physical/Mental/Environmental Requirements

In all cases of physical requirements, appropriate reasonable accommodations should and will be considered, whenever possible, to allow position incumbent to accomplish identified essential functions in an alternative manner.

Physical: Position is mostly sedentary in nature. Standing, walking, bending, lifting (approx. 15—30 lbs.) may be required in various amount, however, depending on assignments.

Mental: In general, position can be stressful due to volume of work, deadlines, and or dealing with others on the job.

Environmental: Position may involve working in an open-plan environment.

Certificates, Licenses, Registrations

Must be an actively licensed Registered Nurse. Completion of the Basic Preparation Course in Parish Nursing prior to or within the first year of employment. Current certifications in CPR and AED.

Continuing education to meet licensing and professional learning needs expected, as is participating in parish nurse association/cohort meetings sponsored by local health care centers.

Qualifications

Nursing experience preferred. Additionally, the position requires:

- An understanding of and commitment to the mission of Grace
- Self-motivation and ability to achieve goals
- Compassion and empathy
- Good communication skills, oral and written
- Confidence in large and small group presentations