Job Description
Tustin Presbyterian Church
Parish Nurse
(Community Faith Nurse)

Job Title: Parish Nurse
Reports to: Head of Staff
Prepared date: 
Approved: May 19, 2014

Summary: The primary mission of the Parish Nurse is to coordinate a program of education, support services and referrals to outside services that will foster wellness of body, mind, and spirit in the members of Church and the surrounding community.

Essential Duties and Responsibilities:
1. Visit the homebound to perform assessments, provide individual health counseling, make referrals to appropriate providers, and follow up on previously identified concerns.
2. Organize special health clinics and screening events, educational programs, and worship services to encourage a healthy lifestyle.
3. Provide linkage between the congregation and the Health Ministries Department of Hoag Hospital and other community health resources.
4. Provide health related material of interest for the church’s communications media (including the weekly bulletin, the monthly newsletter, the website, bulletin boards and library).
5. Promote good stewardship of the body – emphasizing self-care with adults and appropriate age-level training with children and youth.
6. Maintain confidential records of individuals seen, including observation of general health and living conditions, support that would be beneficial, resources and referrals offered, concerns to be addressed, follow-up recommendations, etc.
7. Provide Hoag Health Ministries with monthly activity reports on the provided forms.
8. Develop and facilitate groups to meet needs that are identified.
9. Assist with hospital visitation as needed.
10. Help build confidence in the use of medical equipment and devices used at home or at the church.
11. Report to the Session through the Board of Deacons regularly regarding the scope of activity of this ministry.
12. Comply with the Scope and Standards of Practice of Faith Community Nursing.
Qualifications:
1. A current license as a registered nurse in the State of California is required, and all continuing education courses necessary to maintain the license must be successfully completed.
2. 5-10 years of experience in a medical/surgical, community or public health environment.
3. Good communication and computer skills.
5. Evidence of leadership skills and the ability to work well with others of all ages.
6. Experience in working in a congregational setting.
7. Basic counseling skills.
8. Creativity and flexibility.
9. Can operate a motor vehicle. Must have a valid CA drivers license with proof of insurance.
10. Must provide proof of and maintain professional liability insurance.
11. Can serve as an example of healthy living.
12. An active Christian, capable of supporting the overall mission of Tustin Presbyterian Church, comfortable with praying for and with individuals.

Work Hours: Ten hours a week, on a schedule to be agreed upon with the Board of Deacons and Pastor/Head of Staff.

Evaluation: Performance reviews will be prepared and presented annually by the Pastor/Head of Staff in conjunction with the Deacons and the Personnel Committee. The Personnel Committee will review the compensation for this position on an annual basis.

If interested please email: jwgreek@hotmail.com