

## **LYNN HOUSE JOB DESCRIPTION**

### **TITLE:**

**DIRECTOR OF VISITING CHRISTIAN SCIENCE NURSE SERVICE**

### **ORGANIZATIONAL RELATIONSHIPS**

- Reports to the Executive Director.
- Coordinates with Director of Christian Science Nursing (DOCSN) regarding CS nursing cases, admissions and the staffing of the VCSNS.

### **SUMMARY**

- Full Time Exempt position.
- Works within the Manual By-Law for the Christian Science nurse and Mrs. Eddy's counsel regarding the Christian Science nurse (S&H 395:17-20).
- Responsible for ensuring the effective operation of the Lynn House Visiting Christian Science Nurse Service serving the Greater Metro Washington, DC area and adjoining six-state area. Represents Lynn House in a manner expressive of Lynn House standards, policies and procedures. Wholeheartedly supports and is daily expectant of healing.
- Maintains a professional demeanor and appearance at all times.

### **DUTIES**

- Responsibility to assess, evaluate and provide care for a broad range of needs.
- Receives and responds to all calls for care in the home in a timely, punctual manner.
- Coordinates with the Director of Christian Science Nursing for additional staff as needed.
- Willing to respond to calls for Outpatient Care or VCSNS in the facility or delegates as needed.
- Works together with the Director of Outreach and Development to plan and implement educational workshops in the Christian Science field, plus attends other outside meetings and venues in support of the VCSNS which may include speaking at churches, Christian Science Reading Rooms, and with individuals, donors and grantors.
- Develops supportive, knowledgeable relationships with other Christian Science nurses in the field, particularly in the six-state area served by Lynn House.
- Seeks innovative ways to provide Christian Science care in the community.
- Builds a seamless, collaborative working relationship with those working in the facility at all levels of employment.
- Works competently and wisely with Christian Science practitioners, government officials, vendors and the public.
- Willing and able to mentor other Christian Science nurses in the field.
- Abides by the Christian Science Nurse Scope of Services.
- Attends department status meetings and reports on work of the VCSNS.
- Attends monthly Lynn House Executive Board meetings and prepares a written report on the work of the VCSNS.
- Attends Lynn House Corporate Meetings and provides a report on the field work to the members.
- Participates in other meetings and events at the facility, and in the field as needed.

- Other duties as assigned.

### **WORK ENVIRONMENT**

The VCSNS has an office at Lynn House in Alexandria, Virginia and the Director and staff have use of a Lynn House vehicle, GPS technology devices and a Lynn House cellular phone with hands-free ear piece.

### **KNOWLEDGE/SKILLS**

- A clean driving record and adequate automobile insurance is required.
- Current, active driver's license.
- Pass a national criminal background check.
- Be comfortable traveling in a multi-state area as needed day or night.
- Have management and supervisory experience and the ability to mentor, when necessary.
- Ability to speak in front of large and small groups in a professional manner.

### **TECHNOLOGY SKILLS**

- Comfortable working with current computer applications and equipment, including laptops, smart-phones and GPS.
- Ability and willingness to maintain records and submit billing information in a timely manner.
- Ability to write monthly reports and other documents and papers as assigned.

### **MINIMUM QUALIFICATIONS**

- High School diploma or GED - college degree preferred.
- Membership in The Mother Church
- Membership in a branch church
- Class Instruction in Christian Science
- Demonstrates sound ethics and morals
- Has a substantial practice as a Christian Science nurse, including home and facility experience and maintains current advertisement in *The Christian Science Journal* as a Christian Science nurse
- Proficiency in reading, writing and communicating in English
- Abides by all references to the Christian Science nurse in the writings of Mary Baker Eddy

Received by: \_\_\_\_\_ Date: \_\_\_\_\_