

## **Lynn House of Potomac Valley, Inc.**

### **Position Title: Director of Christian Science Nursing**

#### **Full-time Exempt position at a salaried rate:**

- 40 hours/week – Start and end times vary and are flexible
- Eligible for 403(b) retirement plan after 700 hours of employment

**Organizational Relationship:** Reports to the Executive Director

#### **SUMMARY**

Responsible for maintaining a high standard of patient care by planning, coordinating, supervising, and evaluating Christian Science nursing services. Ensures all patients receive proper care in accordance with the standards established by The Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc. as well as with Article VIII, Sect. 31 in the *Manual of the Mother Church* and the Scope of Services issued by the Christian Science Nursing Activities office of The First Church of Christ, Scientist. Works with the Executive Director to provide an atmosphere supportive of healing. Responsible for fostering cooperation and good communication among Christian Science nursing personnel. Acts as the facility's principal contact with a patient's family and Christian Science practitioner. Whole-heartedly supports and is daily expectant of Christian Science healing.

#### **Work Performed:**

##### **STAFFING**

- Assesses staffing needs and is responsible for providing a sufficient number of qualified Christian Science nurses to be on duty at all times. Supervises scheduling. Makes every effort to have a *Journal*-listed Christian Science nurse on duty for each shift. Participates in recruiting and selecting Christian Science nursing personnel. Responsible for evaluating Christian Science nurses' performance.
- Fosters an atmosphere of joy and ministry among Christian Science Nursing (CSN) personnel. Ensures that Christian Science nurses are treated equitably and impartially.
- Holds regular CSN supervisors meetings and CSN staff in-service meetings.
- Maintains current CSN job descriptions, procedures, and policies for the department.
- Conducts annual performance reviews for CSN staff.

##### **CHRISTIAN SCIENCE NURSING**

- Approves admissions. Is available by cell phone 24/7 on a rotating basis. Consults with Executive Director on all admissions. Additionally, may consult with the Director of the Visiting Christian Science Nursing Service (VCSNS), the Assistant Director of Christian Science Nursing or a *Journal*-listed Christian Science nurse on admissions.
- Meets at least every 14 days with the Utilization Review Committee (URC) to review the status of patients in-house for Medicare and insurance purposes. The Committee consists of the Executive Director, Director of Christian Science Nursing, an Executive Board

member, and the Secretary of the Committee. Holds *ad hoc* URC meetings, as needed based upon any changes in patient care needs.

- Determines the level of care for patients. Evaluates each patient's care needs, and develops and reviews patient care plans weekly.
- Visits patients regularly to verify that they are receiving proper care.
- Supervises and reviews patient records to see that accurate records are maintained for each patient.
- Available to help at any time to provide patient care, if sufficient staff is not available.

### **TRAINING**

- Reviews, updates and approves curriculum and instructor(s) for the Introduction to Christian Science Nursing classes. Interviews and selects students for the classes.
- Oversees the Mentoring program and mentors to ensure that Christian Science nurses receive proper training and that Christian Science nurses, in training programs, are evaluated regularly.
- In collaboration with the Executive Director, updates and maintains curriculum for on-going, continuing CSN education and other required or relevant staff training.
- In collaboration with other Administrative staff, oversees annual OSHA reviews for all CSN staff.

### **COORDINATION WITH VISITING CHRISTIAN SCIENCE NURSING SERVICE (VCSNS)**

- Maintains regular contact and works with Director of VCSNS to meet the needs of the field, providing additional Christian Science nurses as needed.

### **COORDINATION WITH RESIDENTIAL PROGRAM MANAGER**

- Maintains regular contact with the Residential Program Manager and is available for consultation and assistance, as needed, to help meet the care needs of those on the residential wing (The Residences).

### **ADMINISTRATIVE**

- Meets regularly with the Executive Director.
- Assists Executive Director in development and implementation of department budget.
- Prepares goals for the department annually, after receiving input from the CSN staff.
- Attends and prepares reports for Executive Board meetings and Corporate meetings.
- Assists Executive Director in working with the Lynn House Executive Board and government authorities when needed.
- Serves as standing member of the Lynn House Safety Committee.
- Attends Department Head Meetings.
- Attends meetings of the Association of Organizations for Christian Science Nursing (AOCSN).
- Available to speak to branch churches and other organizations on behalf of Lynn House.

## **OTHER RESPONSIBILITIES**

- Along with Food Service Supervisor, regularly reviews patient menus to ensure proper balance and nourishment.
- Oversees arrangements for hairdresser and outside services for patients as needed.
- Reviews department supplies/equipment needs and ensures that the facility maintains adequate supply.
- Performs other duties as assigned.

### **Qualifications:**

- Must be a *Journal*-listed Christian Science Nurse.
- Must have had Christian Science Primary class instruction from an authorized teacher and be an active branch church member.
- Must have the necessary education, experience, and demonstrated ability to perform effectively the designated responsibilities. Preferable to have had at least five years Christian Science nursing experience in an accredited care facility for Christian Scientists.
- Must have administrative and management ability.
- Must have public speaking ability.
- Must have a demonstrated ongoing and active Christian Science nursing practice.