

**TITLE:** DIRECTOR OF LYNN HOUSE VISITING CHRISTIAN SCIENCE NURSING SERVICE (LHVS)

**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. Coordinates with Director of Christian Science Nursing (DCSN) regarding admissions, outpatients, and mentoring staff in field Christian Science nursing.

**SUMMARY**

- Works within the Manual By-Law “Christian Science Nurse” (Man. 49:7-16) and Mary Baker 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 Nursing Service in the Greater Metro Washington DC area. Represents Lynn House in a manner expressive of Lynn House standards, policies and procedures.
- Wholeheartedly supports and is daily expectant of healing.

**DUTIES**

- Receives and responds to all calls for care in the home in a timely manner.
- Maintains or coordinates with the appropriate Lynn House department the maintenance of equipment and vehicles used by the LHVS. Ensures equipment and vehicles are kept clean and in good working order.
- Orders or coordinates the ordering and use of supplies for giving care. Ensures that supplies are up-to-date and stays abreast of new and improved care ideas and equipment and their correct use.
- Coordinates with the Director of Christian Science Nursing regarding coverage of the Outpatient room.
- Represents Lynn House at various meetings, which may include speaking at churches and with individuals, donors, and grantors.
- Develops supportive relationships with other Christian Science nurses in the field.
- Seeks innovative ways to provide Christian Science care in the community.
- Works competently and wisely with Christian Science practitioners, government officials, vendors and the public.
- Coordinates with the DCSN regarding opportunities to mentor other Christian Science nurses in the LHVS and other field Christian Science nursing activities.
- Works with the Executive Director to hire and train qualified Christian Science nurses to work in the LHVS.
- Abides by the Christian Science Nurse Scope of Services.
- Prepares a written report on the work of the LHVS monthly for the Board and attends most Board meetings.
- Attends Lynn House Corporate Meetings and gives a verbal report on LHVS activities.

- Participates in other meetings and events at the facility, and in the field as needed.
- Other duties as assigned.

### **WORK ENVIRONMENT**

The LHVS has an office at Lynn House in Alexandria, VA and has the use of a Lynn House vehicle.

### **MINIMUM QUALIFICATIONS**

- 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.
- Membership in The Mother Church.
- Active membership in a branch church.
- A current driver's license and clean driving record.
- Comfortable traveling in the DC metro area as needed day or night and in various weather conditions.
- Strong communication skills – including written, verbal, and ability to work with technology.