



Title: Director of Christian Science Nursing

Department: Administration

Reports to: Executive Director

General Description:

This is an exempt position that reports to the Executive Director and supervises the Assistant Director of Christian Science nursing. The DCSN works closely with the Christian Science Nurses Trainer to ensure consistency and continuity between the nursing services offered at Sunrise Haven, student training. The DCSN is on-call 24 hours a day to consult with nursing staff and the Executive Director regarding patient care and inquiries. In the absence of the Executive Director, the DCSN may assume the responsibilities of that role.

Qualifications:

- Meets the requirements of Article VIII, Section 31, “Christian Science Nurse,” in the *Manual of the Mother Church*
- Has completed at least two levels of Christian Science Nurses Training, or equivalent
- Has at least eight years of experience in a facility setting and has experience with many or all aspects of Christian Science nursing including mentoring
- Has a Christian Science nursing practice that is exemplary in metaphysical clarity, sound judgement, skilled care, and clear ethics
- Advertises as a Christian Science nursing in The Christian Science Journal
- Is a class-taught student of an authorized Christian Science teacher
- Is an active member of a branch Church of Christ, Scientist, and of The Mother Church, The First Church of Christ, Scientist, in Boston Massachusetts

Competencies:

- Accepts the Sunrise Haven Nursing Practice Standard and models their Christian Science nursing ministry around the precepts outlined therein
- Demonstrates commitment to “A Rule for Motives and Acts” Article 8, Section 1 in the Manual of the Mother Church
- Maintains a high standard of patient care consistent with the *Christian Science Nurse Scope of Services*; and can mentor the Christian Science nursing staff in such care
- Is familiar with Accreditation Standards for Christian Science nursing facilities as established by The Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc.
- Understands the mission and vision of Sunrise Haven and is familiar with the policies and practices of the Christian Science Nursing Department of Sunrise Haven
- Has ability to work with a diverse group of people
- Abides by strict confidentiality as appropriate
- Demonstrates an appreciation and understanding of the overall needs of the floor, is flexible and nimble as necessary to meet Christian Science nursing needs; maintains a balance in staff workload; inspires and supports the overall harmony among the staff; and embraces consensus decision making as appropriate.



Skills:

- Has proven skills in managing, directing and motivating people
- Has basic knowledge of computers and keyboarding
- Understands and abides by HIPPA and OSHA regulations
- Uses the Matthew Code and the Golden Rule to arrive at mutually satisfying solutions as needed
- Understands the responsibilities of the DCSN in times of emergency per the Sunrise Haven emergency plan

Essential Job Functions:

- Gives daily metaphysical treatment for oneself and for Sunrise Haven
- Is instrumental in establishing and maintaining a healing atmosphere
- Serves on the Sunrise Haven Admission Committee (with Executive Director and a JLCSN), and may be point-of-contact for admission inquiries
- The DCSN may serve on the Financial Assistance Committee
- Ensures adequate coverage of *Journal* listed Christian Science nurses and staff Christian Science nurses on all shifts to meet patient need
- Is in contact with patient Christian Science Practitioners and families as needed
- Assists Executive Director to develop and implement the budget for the CSN department
- Participates with Business Manager and Executive Director in Medicare Utilization Review Committee (URC) and prepares Medicare rationales
- Maintains good public relations by extending courtesy to all visitors and family members by phone and in person
- Has oversight responsibility in the admission and discharge processes
- Arranges for staff Christian Science nurse assistance in cases of immediate need and maintains a list of available Christian Science nurses to assist callers requesting Christian Science nursing care at home.
- Oversight of interviewing, hiring and training of new Christian Science nursing staff
- Participates with Executive Director in performance reviews for Christian Science nursing staff
- Supplies a written report for the Board of Trustee meetings
- Represents the Christian Science nursing department at the Annual Meeting and other public events as needed.

Shift Information: The Director of Christian Science Nursing with the Assistant Director of Christian Science nursing are responsible for oversight of the CS nursing floor 24/7; participate in direct Christian Science nursing care as needed and may be scheduled for any shift, including nights and weekends.

I have read my job description. I understand and will abide by these rules, regulations and job description as set forth herein. I also understand that Sunrise Haven reserves the right to alter, delete or change my job description and/or policies at its discretion.

Employee Signature

Date