

## JOB DESCRIPTION

<b>Position Title:</b> Parish Nurse	<b>Status:</b> Exempt
<b>Department:</b> Pastoral	<b>Rank:</b>
<b>Supervisor's Title:</b> Pastoral Associate	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:**

The parish nurse brings health services to the members of the parish focusing on the holistic integration of the body, mind and spirit. The nurse also serves as a health educator, counselor, resource/referral person and advocate for the members of the parish.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Required Knowledge, Skills, & Abilities:**

**Knowledge**

- Must possess a diploma from an accredited school of nursing with a current registered nurse license in good standing through the state of Wisconsin.
- Experience in pastoral care with EMMAAUS certification preferred.
- Current certification in CPR required.
- Knowledge, understanding and the ability to comply with federal and state rules and regulations including the code of Ethics of Nursing.
- Understanding of and commitment to the healing ministry of the church. Values, beliefs and spirituality consistent with those of the Catholic Church.

**Skills & Abilities**

- Strong written and verbal communication.
- Confidentiality is essential.
- High level of integrity, knowledge and compassion to and serving our parishioners.
- Ability to collaborate with other healthcare entities in providing quality healthcare.
- Ability to assess the physical and spiritual needs of the parishioners.
- Must be flexible with hours of work.

### **Duties and Responsibilities:**

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

1. Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
2. Values and Beliefs
  - Fosters the mission of the Diocese of Green Bay
  - Acts as a role model for parishioners by supporting the Catholic Faith and the faith community.
  - Is a good steward of the properties, talents and financial resources.
3. Participates in overall pastoral ministry of the parish
  - Visits parishioners in homes, hospitals and nursing homes regularly.
  - Trains, coordinates and supports Eucharistic Ministers to visit nursing homes and assisted living facilities.
  - Brings communion to the homebound.
  - Participates in regular pastoral training sessions.
  - Ensures volunteers working with children and vulnerable adults have completed LoSEC requirements.
4. Health and Wellness
  - Brings to the attention of parishioners health and wellness topics via, bulletin, web, newsletter, etc.
  - Works with volunteers to coordinate and support health and wellness programs.
  - Organizes large parish events pertaining to health and wellness.
5. Member of Pastoral Team
  - Attends Pastoral meetings.
  - Develops and publishes calendar for health and wellness events in cooperation of with Pastoral staff.

### **ADA**

### **Physical/Visual/Mental Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires intermittent physical activity, including standing, walking, bending, kneeling, stooping and crouching as well as the ability to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

**Typical Working Conditions:**

Frequent work in office setting during regular business hours, however, position may require travel parishioner's residence, hospitals and/or long-term care facilities during evenings and weekends several times per week. **TYPICAL WORK HOURS**

**Nature of Supervision Received:**

Receives minimal supervision. Incumbent must establish priorities and independently set daily objectives to meet deadlines and address urgent situations as they occur.

**Judgment Exercised/Decisions Made:**

Considerable judgment and independent decisions making is required. Decisions are moderately complex. Requires ability to thoroughly investigate, analyze, create and recommend the proper course of action. Judgment and tact must be used frequently

**Financial Responsibility:**

Responsible for effective use of budgeted resources.

**Supervision Exercised/Number of Employees Supervised:**

None

Signature \_\_\_\_\_ Date \_\_\_\_\_