



## Job Description: Parish Nurse

### Normandale Lutheran Church (NLC)

**FUNCTION:** This .25 position provides whole-person health-promotion and disease-prevention services with an emphasis on spiritual care. The major accountabilities and job activities of the parish nurse are integrator of faith and health, health educator, individual health counselor, developer of support groups, health advocate, and facilitator of community relations. The position coordinates all parish-nurse programming for the congregation.

#### I. ACCOUNTABILITIES

- **Integrator of Faith and Health**

1. Assesses congregation's assets and needs, incorporating an understanding of the relationship between faith and health and foster opportunities for spiritual care to be discussed and integrated into care of groups and individuals.

- **Health Educator**

1. Develops health-education programming with Pastoral Care and Ministry staff based on identified need (i.e. utilizing information from strategic planning and needs assessments of the congregation and surrounding community) for healthier lifestyles, early illness detection, and access to health resources.

- **Health Consultation**

1. Provides supportive health counseling and referrals in support of Pastoral Care Team\* related to health maintenance, disease prevention, or illness patterns.
2. Provides Resource Consultation and Access Assistance to seniors and caregivers in conjunction with the Center for Healing and Wholeness Ministry.
3. Communicates with other health professionals and provides access assistance as needed to meet the health needs of clients.

- **Health Advocate**

1. Encourages individuals to avail themselves of services that will enhance their overall wellbeing, assisting the clients in identifying values, and choices, that encourage them to be more responsible for their health status.

2. Assists individuals and their families in making decisions regarding their health, medical services, treatments, and care facilities as well as documenting assessments, diagnosis, interventions, and outcomes.
3. Develops and facilitates small groups based on identified needs and resources, when required or, trains individuals to assume volunteer responsibilities to meet identified health needs of the congregation including small group leadership and facilitation.
4. Identifies, communicates, and works cooperatively with community leaders, professional and lay volunteers, and agencies to meet health needs of members of the congregation and surrounding community.

- **Facilitator of Community Health Relations**

1. Collaborates with NLC health ministries, community leaders and agencies to facilitate effective working relationships while raising visibility of programs and identifying new health resources and contacts.
2. Acts as a preceptor to students from schools of nursing, seminaries, and other health or spiritual disciplines, as requested.
3. Networks with other parish nurses and professionals to market programs and outreach ministries.

- **Reporting Requirements**

1. Maintains records of educational programs, including objectives, content, evaluation outcomes, attendance, and budget, as required.
2. Documents individual health-care access interventions, educational assessment diagnosis, interventions, and outcomes regarding parish nurse activities, as requested by pastoral staff, health ministries or funders into designated database(s) as required.

## II. QUALIFICATIONS

### **Education and Experience**

1. Nursing degree required (BS preferred)
2. 5+ years' community-health, ambulatory care or other related applicable health care delivery nursing experience.
3. Experience in community assessments and health counseling.

### **Professional Preparation**

1. Current active license as a registered nurse in Minnesota
2. Completion of MAAA Resource Consultation Certification (Center for Healing and Wholeness Ministry of NLC will coordinate).

**Special Job  
Characteristics**

1. Ability to work well independently, inter-organizationally, and as a part of various teams.
2. Clear understanding of the confidentiality and privacy required within the duties of the position. High degree of discretion related to maintaining confidentiality (previous experience, understanding of HIPAA preferred).
3. Demonstrated understanding of spirituality and religiosity as evidenced by experience in congregational ministries, lay leadership, theological education, personal and professional spiritual development and related activities.
4. Substantial weekend and evening work

**Required Skills**

1. Strong computer and networking skills (MSW, social media, database, experience, etc.).
2. Exceptional written and oral communication skills
3. Analytical ability and ability to develop reports as required (Excel or other related software)

**For more information or to apply contact:** Dale Howard, Associate Pastor of Outreach & Congregational Care at: [Dale@normluth.org](mailto:Dale@normluth.org)



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