

Job Posting Form

Date Posted: 11/09/2016

Send resume to: Tina Calandra, Business Manager
tcalandra@stgregs.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 25 Full-Time:

Job Title of Open Position: Parish Nurse/ Health Ministry Coordinator

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Gregory the Great Parish Department Pastoral Staff

Location Address: 200 St. Gregory Court Williamsville, NY 14221

Employer website: http://www.stgregs.org

Brief Job Description

Primary Functions: The Parish Nurse/Health Ministry Coordinator fosters health and wellness throughout the parish community on both an individual and parish wide basis. This ministry focuses on the intentional care of the spirit as part of the process of promoting holistic health throughout the parish; and works in collaboration with other parish ministries providing outreach and support.

I. Provide education and consultation for parishioners pertinent to health related issues.

- Contact shut-ins to assess/evaluate needs
- Provide assistance to interpret and clarify medical information as needed.
- Promote education regarding Health Care Proxy and Advanced Directives.

II. Health Care Advocacy for members in times of transition.

- Assist members in the transition from home to alternate level of care.
- Provide referral to healthcare and social services within the community.
- Facilitate support for caregivers and the elderly in their home

III. Organize and work with volunteers to sponsor health related activities (Health Fair, Flu Vaccine Clinics & Memory Care Respite).

Qualifications: Required Education/Experience --- Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- Qualifications: Licensed RN; Must have completed the Foundations of Faith Community Nursing Course.
- Education: Baccalaureate or higher degree preferred

- Experience: 2 or more years of community health experience; minimum 5 years of clinical nursing experience.

Desired Skills

- Special Skills: Strong record keeping skills, pastoral skills; Ability to clinically assess and evaluate individual and group needs.
- Ergonomic Requirements: Ability to drive to site visit locations.
- The functions of this position usually are performed standing, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Tasks involve working on a computer keyboard and involve extensive hand and wrist movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **12/09/2016**