

**DEACONESS PARISH NURSE MINISTRIES, LLC
JOB DESCRIPTION**

Job Title: Executive Director, Deaconess Parish Nurse Ministry Network

Supervised by: DPNM Board of Managers

Job Classification: Exempt

Updated: March 2010

All duties and standards of this position will be performed according to established policies, procedures and guidelines within the organization. These examples of work are not all encompassing or restrictive and are expected to vary with changing needs and priorities. The duties for a specific position with this title will be defined and assigned by the DPNM Board of Managers.

STATEMENT OF PURPOSE:

The Executive Director of the Deaconess Parish Nurse Ministry Network is responsible for providing overall management and direction for the Deaconess Parish Nurse Ministry Network, with input from the DPNM Board of Managers and the Deaconess Foundation.

JOB DUTIES AND RESPONSIBILITIES:

I. MANAGEMENT

- A. Develops, reviews, and updates strategic plan for the Deaconess Parish Nurse Ministry Network in consultation with the Board of Managers and the Deaconess Foundation.
- B. Oversees compilation of annual report.
- C. Prepares and monitors budget for Deaconess Parish Nurse Ministry Network, in coordination with assigned members of the Deaconess Foundation and Board of Managers.
- D. Maintains a relationship with and provides required reports to the Deaconess Foundation.
- E. Facilitates regular meetings with the Board of Managers.
- F. Oversees contractual relationships with congregations, funders, and vendors.
- G. Recruits and selects parish nurses in cooperation with churches participating in the ministries.
- H. Provides supervision and support for staff. Evaluates performance on an ongoing basis, giving guidance and corrective action as necessary. Completes annual performance evaluation forms.
- I. Ensures evaluation of each parish nurse's performance at least yearly. As necessary, Assists with corrective action.
- J. Develops policies relating to parish nursing. Implements policies as approved by the Board of Managers.

II. MINISTRIES SUSTAINABILITY

- A. Makes contact with churches and other groups within the community that could benefit from having a parish nurse.
- B. Establishes contracts between churches and Deaconess Parish Nurse Ministry Network per established protocol.
- C. Maintains a relationship with participating churches.
- D. Interprets the mission of Deaconess Parish Nurse Ministry Network in the community.
- E. Oversees planning of events to enhance each church's relationship with the Deaconess Parish Nurse Ministry Network and other churches in the ministries.
- F. Participates in worship at affiliated or interested churches.
- G. Serves as a speaker at local settings with interest in parish nursing.
- H. Coordinates quality assurance activities within the ministries.
- I. Oversees the planning and monitoring of performance outcomes measurements. Reports measurements to Board of Managers at least annually.

III. FUND DEVELOPMENT

- A. In concert with the Board of Managers, implements a fund development plan for the organization.
- B. Identifies funding needs and strategies for programmatic support.
- C. Identifies potential funders and grant sources. Oversees grant proposals and fund raising campaigns or events.
- D. Develops an endowment program with assistance of the Board of Managers.

IV. PROFESSIONAL RELATIONSHIPS/ADVANCEMENT

- A. Participates in regular meetings with officers of Deaconess Foundation as requested.
- B. Participates in the Greater St. Louis Parish Nurse Network and other professional organizations.
- C. Engages in formal and continuing education programs that enhance competence.
- D. Works to advance parish nursing.

JOB REQUISITES:

Education and Training

Graduate from an accredited School of Nursing, BSN required, MSN preferred
Theological education desirable
Management coursework desirable

Licensing/Registration/Certification

Currently licensed as a registered nurse in the state of Missouri

Experience

Minimum of five years (5) of experience preferably in one or more of the following areas: parish nursing, public health, education, public schools, and/or Home Health.

Three to five years of management experience.

Skills and Abilities

Visionary with insight into political, ecumenical, and social changes that have implications for parish nursing.

Skills in working with teams, including team management.

Self-directed and able to work with a minimum of supervision

Excellent written and oral communication skills

Demonstrated strength in interpersonal skills

Excellent organizational and management skills

Demonstrated computer skills for documentation, spreadsheets and presentations

Knowledge of current nursing and healthcare issues in health promotion as related to healthy lifestyles.

Knowledge of health services and resources in the community

Knowledge of organizational dynamics in various church denominations

Participation in church and community activities which contribute to professional growth and to promotion of holistic health philosophy

Physical Requirements/Working Conditions

Manual dexterity, coordination and skillful use of hands for working with required equipment

Ability to receive and express detailed information through oral communication, visual acuity and the ability to read and understand written direction

Ability to occasionally lift and transport items weighing up to 10 pounds

Machine /Equipment/Tools

Primary:

Telephone

Personal computer including e-mail

Motor vehicle for travel within the community

Copy machine

Secondary:

Fax

Audio- visual equipment

Blood Borne Pathogens Category: Non-Exposure