FAITH COVENANT CHURCH JOB DESCRIPTION
Job Position: Faith Community Nurse

REPORTING RESPONSIBILITIES
Position reports to Pastor Dennis Carlson

AVAILABILITY
Position requires 10 working hours per week

RESPONSIBILITIES
- The Faith Community Nurse (FCN) is the primary person responsible for leveraging the St. Joseph Mercy Oakland (SJMO) – FCN program for the benefit of our congregation and community
  - Integrator of Faith and Health
  - Health Counselor
  - Health Educator
  - Coordinator and Educator of Volunteers
  - Developer of Support groups
  - Referral Source and Liaison to Community Resources
  - Health Advocate
- Comply with training and reporting requirements as defined by SJMO – see page 2
- Meet monthly with Congregational Care Commission to identify congregation members requiring healthcare assistance
- Meet with Evangelism & Outreach periodically to identify opportunities to use health care events for community outreach
- Meet with church staff as requested but not more than twice a month
- Participate in continuing education programs to meet the identified professional learning needs.

EVALUATION
- Work will be formally evaluated on an annual basis by the Senior Pastor

POSITION QUALIFICATIONS
- Current license in the State of Michigan as a Registered Nurse is required.
- Computer skills with knowledge of basic Word processing and internet
- Ability to communicate effectively, both orally and in writing.
- Knowledge of group communication.
- Ability to analyze individual and group needs.
- Nursing and health assessment skills, as well as knowledge of hospital or homecare skills and community resources for the congregation.
- Good customer service skills in order to deal effectively at various levels within the Faith Community.
- A desire to help the congregation with their health needs.
- Three years of experience in professional nursing, including some medical/surgical, community/public health or home health nursing is desirable.
- Experience in teaching, health counseling and church ministry is desirable.
- Must be a committed follower of Jesus Christ and support the mission of Faith Covenant Church
ADDITIONAL TERMS

- Starting: February 15, 2013
- Hourly Compensation Rate: $22.50 per hour
- Benefits: None
- Paid Vacation/Holidays: None
- Expenses: Mileage shall be reimbursed at the current Internal Revenue Service rate.

SJMO Faith Community Nurse – Training & Reporting Requirements for FCN

- To become a Faith Community Nurse in the SJMO FCN network requires the lead nurse to arrange for the signing a written covenant agreement between the Faith Community (i.e. church, parish, congregation or temple) and St. Joseph Mercy Oakland Faith Community Nursing department (this is not a legally binding document but rather a formal written agreement to work together).

- Within one year of signing the formal agreement with St. Joseph Mercy Oakland, the lead RN will complete the Faith Community Nurse Basic Preparation Course, which is offered through several FCN ministries in the area. It is generally the church’s responsibility to pay for and support the nurse through this program.

- The lead FCN will attend at least two FCN network support meetings provided by SJMO in a calendar year (other than the TEA/ AWARDS ceremony)

- The lead FCN will attend volunteer training and orientation program at SJMO, and comply with hospital standards for volunteers.

- The lead RN will agree to be computer trained on using the FCN Documentation Website, and will document statistical information (e.g., blood pressures, blood drives, seminars, and other health related activities in the faith community) for eight months of a calendar year for the SJMO FCN department.

- The lead RN will be HIPAA compliant, which includes not keeping personal health information (record keeping) about faith community members in the Faith Community facility. All client information will be documented on the HIPAA compliant FCN Website following the FCN guidelines in all areas of patient privacy.

- The lead RN will complete a yearly appraisal of the FCN program and an appraisal of his or her individual Faith Community program.

- The lead RN will agree to meet monthly with a SJMO staff member during the first year service for mentoring.

SJMO Faith Community Nurse – Requirements for Sponsoring Church

THE CHURCH will provide:

1) Monetary payment for Lead Nurse to attend the FCN Prep course (Approx $500)
2) Commitment of leadership to the concept of Faith Community Nursing as an important ministry of THE CHURCH.
3) Public endorsement of the FCN health team.
4) Support as needed for mailings, bulletin inserts, etc.
5) A secure place for health information resources and equipment.
6) Clear reporting structure and pastoral resource for the lead FCN.
7) The FCN will maintain confidentiality and adherence to HIPAA federal law in relationship to the church member’s personal health information. No confidential personal health information will be kept by the church, FCN, or Health Team Members. All FCN Health Ministry Team Members will be instructed in the process.