



Title: Center of Hope Nurse

General Hours of Work: 20 hours per week. (Afternoons; some weekend and evening involvement)

Exempt/Nonexempt: Exempt

Reports to: Director of Programs (Day-To-Day operations and programing) and Executive Director (Financial)

Position Summary: The Center of Hope Nurse supports and leads the Nursing Ministry at Center of Hope and oversees the evening Center of Hope Free Clinic alongside the Director of Programs. The Center of Hope Nurse is responsible to coordinate all functions of the ministry and is the primary communicator to nurse/doctor volunteers. The Nurse promotes the Nurse ministry and articulates its value in the community as he/she networks with other agencies and providers. Lastly, the Nurse is responsible for creating and implementing new medical services at the Center of Hope while being in communication with existing medical leaders in our community.

Education and/or Experience:

- Graduate from a CCNE or NLN accredited school of nursing.
- 3-5 years prior nursing experience required.

Certification, Licensure and Certifications:

- Licensed as a Registered Nurse in the State of South Dakota and/or meeting the requirements of multi state licensure required.
- Certification in Faith Community Nursing is encouraged

Essential Functions:

1. Serves as a member of the Center of Hope staff.
2. Care Center responsibilities:
 - Being a Medical Pastor who addresses the physical, emotional, AND spiritual aspects of our guests lives. Each should be addressed in each guest interaction.
 - Promotes an understanding of holistic health and well-being through the facilitation of classes, seminars, dialogue groups, and individual counseling, as appropriate.

- Demonstrates flexibility and creativity in identifying resources to meet guest and family needs.
 - With the assistance of the Health Cabinet, develops educational programs appropriate to the needs of COH guests.
 - Assists in the Care Center regularly to maintain an awareness of health issues shared by guests and challenges encountered by Nurses. The Nurse MUST be a team player and willing to help where needed at the Center of Hope.
 - Compiles a monthly report for the Director of Programs, Executive Director, and Health Cabinet.
 - Compiles a quarterly report of FCN activities for the COH Board of Directors.
 - Gathering data to assess healthcare needs of the guests of Center of Hope, identifying unmet needs and gaps in care. Provides observations and insights to the Faith/Health Cabinet.
 - Assist at the Front Desk and interact with guests in the Care Center.
3. Community Engagement responsibilities:
- Serves as an advocate and liaison to community agencies.
 - Initiates referrals to community agencies that will provide support to guests and their families.
 - Communicates and collaborates with healthcare providers in the community on behalf of the guests at Center of Hope.
 - Being in active communications with medical leaders in our community to ensure the needs of our community are being met at the Center of Hope and beyond.
 - Prompting the Center of Hope Nursing program in the community to ensure our guests are actively aware of the existence of the program.
4. Health Cabinet responsibilities:
- Participates/chairs the Faith Community Nursing Health Cabinet.
 - With the assistance of the Health Cabinet, develops educational programs appropriate to the needs of COH guests.
5. Overseeing operations of the evening Center of Hope Free Clinic. The Center of Hope Nurse is responsible for engaging nurse and doctor staff and volunteers to perform the following duties:
- Room patients in exam rooms
 - Obtain brief chief complaint and history
 - Take and record vital signs
 - Nursing procedures: EKG, peak flow rate, ear irrigation, cast removal, etc.
 - Assist physician with procedures
 - Conduct simple lab (Waived CLIA), venipuncture, IV
 - Track medical supplies needs and order same

- Track controlled medications and inventory same on a weekly basis
- Monitor temps of refrigerator and freezer containing immunizations and medications
- Conduct patient education
- Do patient telephone assessment, advice, instruction
- Give injections
- Give lab results to the doctor for review.
- Call patients with lab results.
- Call in prescriptions to pharmacies
- Call and schedule procedures and referrals for patients
- Set up for and assist with GYN exams
- Chart children's growth parameters until age 2
- Order, track, and report state provided immunizations
- Supervise nursing assistant

Required physical abilities:

Physical demands of the job generally described: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and climb stairs. The position requires finger dexterity, good color vision, good hearing, good vision and speaking skills.

Lifting requirements: The employee may occasionally need to lift and/or move 40 or more pounds.

Exposure to other physical hazards: May occasionally be exposed to blood and body fluids if providing first aide to a guest. Must understand universal precautions and how to minimize risk of communicable disease.

Cognitive/Mental Requirements: The position requires reading, mathematics, writing, analyzing data or report information; drawing conclusions from written or computer generated materials; developing plans, procedures, goals, strategies, budgets or processes based on data analysis of experience; creating methodologies for accomplishing a goal; evaluating performance of others; directing activities of others to persons and/or other resources; and directing activities of others to accomplish a goal.

Responsibilities, expectations, and standards

Adherence to COH vision/mission: The person in this position functions consistent with the Center of Hope vision and mission.

Maintain confidentiality: Center of Hope donors have an explicit right to confidentiality. Ministry staff will maintain standards of confidentiality for all donor information. Donor and

other information is to be shared only with team members and volunteers as appropriate. Information may be shared with others (outside agencies) only after proper releases have been obtained. All staff are held accountable for the confidentiality of communications between clients and staff and all information in the physical and electronic donor records. Since the nature of our relationships is one of trust, respect and personal commitment to our donors, the Ministry expects employees to reinforce these concepts and refrain from discussing proprietary or confidential information.

No records or lists will be maintained where they may be seen or read by other people we serve or members of the community. All office files and records created by employees of Center of Hope for the purpose of administering the offered programs and services are considered the property of Center of Hope.

Willing to lead others to Christ, to pray with them, and disciple them: The preferred candidate should have a faith in Jesus Christ that when presented with an opportunity to share their faith, they are confident to do so. The preferred candidate is a person who has the ability to work with many different kinds of people-groups. These groups may be believers in the Christian faith or not. The preferred candidate should be of the integrity to not accept gifts that do not line up with core principles of the ministry.

Other

Acknowledgement statement

I acknowledge and will adhere to the above duties to the best of my ability, and other duties as assigned.

Printed Name (to be typed in when applicant agrees to terms)

Signature _____ Date _____

Pastor _____ Date _____