



Elmbrook Church Position Description

James Place – Director of Faith Community Nursing

Job Summary:

The James Place Director of Faith Community Nursing, in partnership with Elmbrook Church, and in cooperation with James Place extension sites, Site Directors and Director of Behavioral Health, will oversee all aspects of health services offered at various James Place sites. This position will work closely with a team of qualified health volunteers who will promote wellness by holistically addressing the physical, emotional, and spiritual needs of clients at James Place.

Qualifications & Requirements:

James Place General Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active member or regular attender of Elmbrook Church
- Commitment to the mission, vision and values of James Place and Elmbrook Church
- Teach, model and uphold the mission of James Place: “Building relationships, responding to needs and offering hope in the name of Jesus”
- Experience in community-based ministry OR Public Health Nursing
- Strong interpersonal skills, self-motivation and organization
- Experience developing others professionally, personally and spiritually
- Models servant leadership in both attitude and practice
- Skilled in building positive and healthy relationships with other staff and volunteers

Nursing Specific Qualifications & Requirements:

- Heart of service to vulnerable and under-served people groups
- Must hold a current RN license issued by the state of Wisconsin
- Perform RN duties in accordance with the Nursing Code of Ethics, The Nurse Practice Act of the State of Wisconsin, and Faith Community Nursing Scope and Standards
- A Bachelor’s Degree from an accredited college
- CPR Trained
- Minimum of 5 years’ acute experience in nursing (preferred)
- Community nursing experience (preferred)
- Experience in mental health strongly preferred
- Attendance at an approved Faith Community Nurse Foundation’s course (within one-year of hire)
- Possess good computer skills, including experience using Google systems and comfort learning and using online documentation systems
- Ability to work in an environment with frequent interruptions
- Experience working with volunteers a plus
- Possess two years of experience and/or apprenticeship in the leadership of a James Place Immigration Services location

General Responsibilities:

- Assure that the Faith Community Nursing service remains a missional outreach endeavor of James Place to the local community
- Assess health needs of the James Place guests in the greater Milwaukee and Waukesha area to discern when to start, improve, or discontinue services
- Based on assessed needs, the nursing process is used to plan, implement, and evaluate care for individuals, families, and/or groups
- Perform safely, Faith Community Nurse role, providing care to patients of all ages and cultural needs, referring all conditions, which she/he is not licensed or skilled to treat, to appropriate persons or agencies. acting in all following capacities:
 - Integrator of health and faith
 - Health educator
 - Case manager
 - Advocate
 - Resource and referral specialist
 - Volunteer trainer
 - Group facilitator
- Adhere to HIPPA and confidentiality practices
- Develop a Faith Community Nursing Advisory team and consult with health care professionals regularly for role accountability
- Provide direct oversight of volunteer nursing and pharmacy staff
- In collaboration with Site Directors and Director of Behavioral Health, recruit, train and maintain a team of volunteers to carry out daily, weekly and seasonal programs and services that build community and enhance quality of life
- Develop a relationship with local nursing colleges and universities as a resource for nursing interns to staff various James Places
- Oversee the Supervision and mentoring of student interns from the nursing discipline.
- Attend all James Place Director's meetings, Elmbrook staff meetings as available, and James Place site meetings

Employment Information:

This position is part time, hourly and classified as non-exempt
20 hours/week
Salary – dependent on experience, skills & education

Benefit Package:

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee's first anniversary, Elmbrook will match up to 5%.

Holidays – Part time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled workday. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

Reports to:

James Place Director – Shannon Garretson

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