



Broadview, Inc.
4570 Griffin Avenue, Los Angeles, CA 90031-1422

Job Description

TITLE: Part-time & Substitute Visiting Christian Science Nurse
CLASSIFICATION: Exempt
DEPARTMENT: Visiting Christian Science Nurse Service
REPORTS TO: Director of the Visiting CS Nurse Service & Board of Directors
SALARY RANGE: Negotiable

SUMMARY OF RESPONSIBILITIES:

- Upholds the Christian Science Manual By-law for Christian Science Nurse (Article VIII, Section 31).
- Serves as a Part-time Christian Science Nurse, or Substitute, for the Broadview Visiting Christian Science Nurse Service (BVCSNS) providing in-home Christian Science nursing care to patients in the Central Coast and Valley, including Ventura, Santa Barbara, and Bakersfield.
- Reports to and stays in close communication with the Director
- Follows through with all procedures as stated in the Policies and Guidelines

ESSENTIAL FUNCTIONS:

1. Gives daily specific metaphysical support to the BVCSNS
2. Works harmoniously with other BVCSN's
3. Receives and processes patient inquiries
4. Visits patients in their homes as directed
5. Contributes to the on-going assessment of patient needs
6. Maintains a high standard of Christian Science nursing
7. Works harmoniously with the Executive Director in the operations of BVCSNS when asked to do so
8. Communicates with the Business Office when needed
9. Maintains contact with patient families and practitioners as needed

OTHER FUNCTIONS:

1. Attends Christian Science nursing in-services, guidance training, and seminars
2. Understands and is able to execute the Google Doc account for the BVCSNS
3. Proficient in the operation of the answering service utilized for receiving patient calls.
4. Follows through with and catalogs all necessary paperwork and sends or gives it to the Director or office as needed
5. Is familiar with Broadview's Personnel Handbook and the BVCSNS Job Description
6. Alerts the Director in advance if needing time off
7. Fills in and covers for the Director when called upon to do so
8. Works closely with the Director on scheduling issues
9. Works closely with the Director with regards to patient care, and all other operations within the BVCSNS

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10. Knows the location of the BVCSNS locked storage supply units and helps to keep them clean and orderly
11. Notifies the Director when supplies are needed
12. Responsible for maintaining the Broadview issued vehicle.
13. Keeps the BVCSNS vehicle stocked with appropriate nursing supplies at all times

QUALIFICATIONS:

1. Membership in The Mother Church, The First Church of Christ, Scientist in Boston, Massachusetts
2. Is an active member of a branch Church of Christ, Scientist
3. Has had Primary Class instruction by an authorized teacher of Christian Science and regularly attends a yearly Christian Science Association meeting
4. Is a *Journal*-listed Christian Science Nurse
5. Has excellent nursing skills as outlined in the Manual of the Mother Church (p. 49:7) and in Science and Health (p. 395:18)
6. Upholds The Manual provision for the Christian Science Nurse and demonstrates the principles of The Foundation Statement for Christian Science Nursing in their nursing practices and teaching
7. Has had advanced skilled Christian Science Nurses' training and experience
8. Good communication skills, both verbally and written
9. Flexibility to meet various demands of the position

WORKING CONDITIONS:

1. Is responsible for the car keys, Gas cards, GPS, and Tollroad Transponder which are provided by Broadview
2. Transporting patients is prohibited and no other driver is allowed, except in out-of-the- ordinary situations
3. Must have a current and valid driver's license at all times
4. Carries and maintains a nursing bag which accompanies the CSN into homes. This bag is stocked as the CSN sees fit
5. The nursing supplies kept in the Broadview vehicle must be kept organized and clean
6. Keep the Director informed of any job(s) held outside of Broadview
7. This Job Description does not list all the duties of the job. You may be asked by the Director or Board of Directors to perform other instructions or duties. You will be evaluated in part based upon your performance of the tasks listed in the Job Description
8. Is given a Performance Review once a year
9. Broadview, Inc. has the right to revise this Job Description at any time. This Job Description is not a contract for employment, and either you or Broadview may terminate employment at any time, for any reason

TO APPLY:

Please contact: Lin Watts (323) 221-9174 ex 300 or email lin@csbroadview.org