

## Tenacre Foundation Job Description

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**Job Title:** Staff Relations Administrative Support

**Ministerial Designation:** Religiously Qualified – Non-Exempt

**Status:** Full-time Regular

**Department:** Staff Relations

**Reports To:** Staff Relations Manager

**Prepared Date:** 5/21/2019

**Summary:** Participates in the Mission and Ministry of Tenacre as a member of the Staff Relations team, who support staff to uphold the healing atmosphere at Tenacre and represent that outreach of love that unites all staff as one whole.

### Competencies

A demonstrable understanding of Christian Science and its practical application in all aspects of the work of the Staff Relations Administrative Support is core to being a part of Tenacre's healing mission.

Additional competencies include:

**Servant Leadership and Teamwork:** Supports the camaraderie and unity among all staff and within the Staff Relations team; maintains trust and respect for one another's ministry; takes actions that demonstrate an unselfed approach.

**Communication Skills:** Communicates and responds to others (one-on-one or with a group) in a non-hierarchal manner with warmth, respect, empathy and patience; conversation reflects the Golden Rule standard; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made of others.

**Ethics:** Maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity; inspires the trust of others; keeps commitments; understands lawful and ethical standards.

**Attention to Details:** Proofreads own work which requires little or no checking; consistently provides factual information including numbers with logic, clarity and precision; maintains a checklist, schedule, and calendar to ensure that small details are not overlooked; and writes down important details in messages or communications.

**Planning/Organizing:** Establishes an orderly, systematic course of action to accomplish a multitude of tasks; prioritizes tasks appropriately; manages time effectively to accomplish what needs to get done; works effectively with time sensitive tasks; and willingly modifies planned tasks when necessary; expresses flexibility.

### Essential Duties and Responsibilities include the following.

- Ensures that the healing mission of Tenacre is foremost in thought and is represented throughout all interactions, communications, and activities
- Brings a consistent metaphysical stalwartness that effectively addresses the specific needs of staff
- Demonstrates alertness in working with vendors that provide staff support and corrects misconceptions of Christian Science and Christian Science nursing

## **Staff**

- Knows the *Church Manual* bylaw for the Christian Science nurse and consistently lets it pervade all work
- Expresses the qualities of a nurse, as stated in *Science and Health with Key to the Scriptures* by Mary Baker Eddy on page 395

**Specific duties;** other duties may be assigned.

## **Staff change notices**

- Drafts and issues staff correspondence and notices to relevant parties such as for new hires, temporary staff, terminations, salary updates, status changes, change in department, and employment verifications

## **Benefit notices and handbook updates to staff**

- Supports Benefits Coordinator with the required quarterly and annual notices to staff regarding 401(k) and pension benefits and other mailings
- Establishes and maintains files recording these circulated notices

## **Administrative support**

- Warmly receives staff and helps them with their needs and requests
- Orders all name tags for staff by working directly with managers and directors
- Provides assistance to Employment Coordinator
- Supports Information Systems Coordinator with projects and systems' entry work
- Processes and analyzes invoices for proper payment, including those for life and health insurance, and resolves any discrepancies that may arise
- Works with multiple databases for benefits such: as pension, 401(k), time and attendance including for year-end, and education and learning
- Supports the maintenance of all staff records per established department procedures, gathering information and updating files that includes scanning hard copy documentation into records management system
- Maintains and orders department supplies; keeps department forms up to date and available
- Orders flowers and lovingly communicates with staff, when appropriate
- Maintains Staff Relations' library of references and subscriptions
- Supports manager with special projects
- Is willing and able to adjust schedule and/or work additional hours for special projects when requested

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Member of The First Church of Christ, Scientist in Boston Massachusetts
- A high school diploma or equivalent
- Demonstrated ability to read, write and speak English
- At least two years of administrative experience
- Working knowledge of Excel spreadsheets and is comfortable working with database software
- Additional education and Human Resources experience, preferred