



**Hoag Memorial Hospital Presbyterian
Staff Job Description**

Job Title: Health Ministries Outreach RN

Department: Community Health

Effective Date: June 2019

Job Summary

Responsible for the development, coordination, implementation and evaluation of health ministry programs for various parishes of different faith traditions throughout the Orange County region. Performs or provides support with administrative duties and maintaining regulatory compliance standards. Will interact with people of many faith traditions.

Job Specific Essential Functions

Essential Functions

- Will serve primarily as a Faith Community Nurse (FCN) providing spiritually-based care to a congregation; promoting FCN & Health Ministries through outreach; and as needed, provide administrative and program development support.
- **Faith Community Nurse specific functions**
 - Serve as a Faith Community Nurse within faith based congregation(s) as assigned.
 - Work within the congregation environment to develop, coordinate, implement and evaluate faith based Health Ministry programs serving congregants with special needs, supporting low-income, aging populations among urban churches or other faith traditions.
 - Provide spiritual care to individuals, groups within the context of Faith Community Nursing preventive health and wellness interventions.
 - Collaborates with clergy, physicians and other health and social service providers in meeting the parishioner's needs; works with individuals at risk of hospital readmission; may make home and/or hospital visitations; coordinate case management as needed.
 - Responsible for maintaining accurate client services documentation; provide reports as requested by Hoag Health Ministries and/or Faith organization.
- **Health Ministries Outreach RN specific functions**
 - Assists the Program Manager with representation and recruitment of faith based Health Ministry programs throughout the community
 - Responsible for utilizing population health concepts by providing services identified as a need by the congregation, which could include coordinating health education and screenings; providing health counseling, advocacy and education; serving as a community and Hoag resources liaison; developing support groups; training health minister volunteers; promoting Center for Healthy Living services, and/or mentoring nursing students.
 - Participate in Flu Vaccination clinics, Center for Healthy Living events and/or other Hoag community outreach based health education and/or screening events as assigned. Represent Hoag's Department of Community Health at community events.
 - May be assigned to one or more faith organizations; not necessarily of your faith tradition.
 - May require some weekend and evening work especially during Fall Flu Clinic season.
 - Attend regularly scheduled Hoag Health Ministry meetings.
 - Perform other duties as assigned.

Job Behavioral Competencies People

People

- Models and fully supports the Hoag Experience as aligned with Hoag's Mission, Vision, and Values, in all interactions.
- Apply excellent communication and teamwork skills to maintain successful working relationships with team members and various groups throughout the organization. Listen effectively. Build appropriate rapport. Use diplomacy and tact.
- Demonstrate ingenuity, self-reliance and resourcefulness. Able to take needed action without direct instructions.
- For team leaders (Supervisors, Charge Nurse, Lead), establish clear responsibilities and expectations for employees, hold employees accountable and provide proper coaching and developing, promote cooperation with other work units, ensure team members are treated fairly, encourage teamwork behaviors.

Financial Stewardship

- Manage individual scope of work including assigned tasks and activities in a timely manner and within budget.
- Identify opportunities for improvement and, when appropriate, develop and implement effective solutions.
- Use departmental and Organization resources appropriately.
- Maintain attendance according to hospital policy and procedure.
- Record time and attendance accurately and timely.

Quality and Service

- Provide quality service and support to patients and/or client groups. Demonstrate a positive image and perform responsibilities in a professional manner. Ensure that all information and services provided are accurate, meet the client's needs, and are available in a timely manner.
- Adheres to all patient care and department standards, policies and procedures, and meet regulatory requirements on a continued basis.
- For team leaders (Supervisors, Charge Nurse, Lead), establish clear objectives and measure/monitor progress and results related to department/organization goals and initiatives. Utilize industry standards and benchmarks to measure quality and increase customer satisfaction.

Hospital/Department Policies

- Comply with annual health evaluation without a reminder.
- Attend required department and hospital meetings.
- Maintain CPR, certifications (BLS, ACLS, NALS, PALS, E.P., etc.) per hospital policy.
- Maintain current license, certification, and registration
- Complete annual "house-wide mandatories" per hospital/department requirements.
- Complete competencies per department requirements within expected timeframes.
- Perform job within hospital/patient safety standards (e.g. codes, fire, disaster, etc.)
- Perform job in safe manner to avoid injury to self and others, illnesses, and exposure to blood/body fluids, wear personal protective equipment, and uses appropriate safety products.
- Maintain a personal dress standard in keeping with hospital/department policy and wear approved name badge.
- Demonstrate knowledge of and practices the hospital and department policies and operating procedures. This knowledge may include the use of specialized instrumentation, Quality Control requirements, and preventative maintenance.

- Demonstrate knowledge of and practices the standards outlined in Hoag’s Code of conduct as well as additional regulatory or compliance policies applicable to their job responsibilities. Take timely action in response to any matter which raises a suspicion that a violation of law or Hoag Policy has occurred.

Job Qualifications

Education, Training and Experience

Required: Minimum of 2 years’ experience in nursing. Must complete the Foundations of Faith Community Nursing within 1 year of hire.

Preferred: BSN or Master’s level education and community/public health experience; 1 year experience as a Faith Community Nurse.

Skills or Other Qualifications

Required: Strong diplomacy skills to work with a variety of congregational/faith cultures, ages and socio-economic backgrounds; flexibility, patience, respect and innovation to work with varied groups. A personal faith experience to understand and speak about spirituality; respecting others’ beliefs and opinions of spirituality. Strong communication skills to effectively collaborate with faith communities, administration and community agencies. Proficiency in Microsoft Word, Excel, Power Point. Detail oriented. Bilingual Spanish, Vietnamese or other language required for certain Faith Community RN assignments.

Preferred: Strong clinical & pharmaceutical assessment, and problem solving skills.

License and Certifications

Required: RN currently licensed in the State of California. Current CA Driver’s license; Current CPR certification.

Preferred: Current First Aid

Reporting Relationship

Position Reports to: Manager Health Ministries and Nursing Outreach

Position Supervises: N/A

Patient Population Served

Neonate Pediatric Adolescent Adult Geriatric

Physical Job Requirements	
Activity	Frequency
Standing	Occasionally (up to 3 hours)
Walking	Occasionally (up to 3 hours)
Sitting	Occasionally (up to 3 hours)

Lifting/Shifting 0-10 lbs	Occasionally (up to 3 hours)
Lifting/Shifting 11-25 lbs	Occasionally (up to 3 hours)
Lifting/Shifting 26-50 lbs	Never (0 hours)
Lifting/Shifting 51-75 lbs	Never (0 hours)
Carrying 0-10 lbs	Occasionally (up to 3 hours)
Carrying 11-25 lbs	Occasionally (up to 3 hours)
Carrying 26-50 lbs	Never (0 hours)
Carrying 51-75 lbs	Never (0 hours)
Pushing/Pulling 0-10 lbs	Occasionally (up to 3 hours)
Pushing/Pulling 11-25 lbs	Occasionally (up to 3 hours)
Pushing/Pulling 26-50 lbs	Never (0 hours)
Pushing/Pulling 51-75 lbs	Never (0 hours)
Climbing	Occasionally (up to 3 hours)
Bending/Stooping	Occasionally (up to 3 hours)
Twisting	Occasionally (up to 3 hours)
Reaching	Occasionally (up to 3 hours)
Squatting/Kneeling	Occasionally (up to 3 hours)
Activity	Yes/No
Visual acuity required	Yes
Hearing acuity required	Yes
Repetitive use of hands	Yes
Fixed neck position	Yes
Job Responsibilities that may be reassigned: List any job responsibilities that may be reassigned.	N/A
Work Environment and Hazards: List any that apply for the position: repetitive motion of hands due to heavy computer work, possible exposure to communicable diseases and hazardous materials, exposure to blood, body fluids and tissue.	<ul style="list-style-type: none"> • Office environment: exposure to paper dust, toners (printers, photocopy machines and fax machines). • Possible exposure to hazardous materials, communicable diseases, and risk of physical injury. • Repetitive use of upper extremities
Work Contact Group: List work groups the position comes in contact with: Physicians, employees Business partners, patients, visitors.	All hospital personnel, medical staff, patients, families, visitors and community resource personnel.

Department Signature

Name and Title

Administrative Signature

Name and Title

(V.P. responsible for nursing signature needed if position required to be a registered nurse)