

# COORDINATOR OF PARISH COMMUNITY NURSE MINISTRY (Part-Time 20 hours)

*St. Patrick Catholic Community, Scottsdale*

St. Patrick Roman Catholic Parish is seeking an energetic and detail-oriented self-starter to fill the position of Coordinator of Parish Community Nurse Ministry.

**Essential Job Functions** In collaboration with the Social Justice and Outreach Team, this position has the overall responsibility of developing, training, maintaining and evaluating the Parish Community Nurse Ministry.

**Duties and responsibilities:** Facilitates and trains facilitators for support groups such as caregiver, cancer and grief support groups; Makes health information available in church communications (both print and digital); Works with parish staff to provide a series of educational sessions directed to issues affecting the whole parish and community at large; Participates as a member of the Behavioral Health Initiative Team; Maintains medical equipment and first aid supplies and provides first aid training for hospitality ministers; Schedules nurses for weekend masses and other parish functions; Coordinates and supports the Prayers Shawl ministry and collaborates with the Coordinator of Social Justice and Outreach in the coordination and support of the Senior ministry.

**Knowledge, Skills and Abilities Required:** Must have excellent verbal and written communication skills; ability to work under pressure and manage multiple projects simultaneously; knowledge of basic office machines as well as G-suite and Microsoft Office software; knowledge of Catholic Church vision, teachings, structure and policies.

**Minimum Qualifications:** Must possess an unencumbered Registered Nurse License in the state of Arizona; master's degree preferred; BSN required; minimum five years experience as an RN. Community health nursing experience preferred; must carry professional liability insurance.

This position is part-time and does not offer health benefits. It does offer a Retirement Savings Plan (with match), Pension Plan (5 years vested), Vacation, Holiday and Sick Pay. Compensation is commensurate with diocesan pay levels.

**A complete job description is available at [www.stpatcc.org](http://www.stpatcc.org) under the tab Meet Us/Current Job Openings. To apply, please send resume and cover letter to [resumes@stpatcc.org](mailto:resumes@stpatcc.org) .**