

**ARCHDIOCESAN OFFICE CENTER
VACANCY LIST
August 15, 2008**

DEPARTMENT	JOB CLASSIFICATION	MINIMUM QUALIFICATIONS
<i>AUXILIARY BISHOP CISTONE</i>		
<i>SECRETARIAT FOR CATHOLIC HUMAN SERVICES</i>		
Administrative Offices of Catholic Human Services Philadelphia	Business Systems Analyst	Bachelor's Degree in Information Technology or related field and six to eight years of related experience is required. Familiarity with business applications, software package evaluations and installations, relationship management techniques, system development life cycle methodologies and project management tools is required. Report writing experience with various reporting tools is strongly preferred. Relational database experience and working knowledge of SQL is required. Job Code: CHS-BSA
	Deputy Secretary/Chief Executive Officer	Master's Degree and current NHA license required along with knowledge of Catholic Value and Teachings. Must have a minimum of ten years experience in a setting responsible for multi-facility/program operations. Responsible for the overall operations of all Catholic Health Care Services entities and programs, to include: nursing facilities, supportive independent living and assisted living facilities, residential and treatment facilities, programs for the clergy and religious, case management, and parish-based programs. Job Code: CHS-DS
Divine Providence Village 686 Old Marple Road Springfield, PA 19064 Phone (610) 328-7730 Fax (610) 544-1710	RN-LPN (Pool/PRN – All Shifts)	RN or LPN certification in PA required. MR/DD a plus. Provide nursing services to MR/DD adult female residents of DPV or those in Community Living Arrangement Homes. Applicants interested in Pool/PRN positions welcomed. Job Code: DPV-RNLPN
	Health Care Coordinator	RN or LPN certification in PA required. Three years MR experience a plus. Administer and document meds, treatments and therapies ordered by physician for MR/DD male adults. Assess, coordinate, document and follow up all aspects of individual's health care. Job Code: DPV-HCC
	Director of Nursing	RN certification in PA required along with 3 years nursing experience. Bachelor's Degree in Nursing or related area along with 3 years MR/DD experience and 2 years med-surge experience preferred. Plan, organize, develop, and direct the overall operation of the Nursing Service Department in accordance with applicable state, local, and federal laws and regulations. Job Code: DPV-DON

	<p>Coordinator</p> <p><i>Life Sharing Through Family Living Program</i></p>	<p>Master's Degree in Human Services preferred, Bachelor's Degree required with two years experience working with developmentally disabled individuals. Support individuals and families experiencing a developmental disability. Job Code: DGV-C</p>
	<p>Site Manager</p> <p><i>Community Living Arrangement(CLA) Program</i></p>	<p>High School Diploma/GED as well as some post high school education required. Two years experience in supporting individuals with developmental disabilities. Some supervisory experience preferred. Driving record clearance required. Manage, direct and oversee the daily operation of at least two Community Living Arrangement Houses to ensure the safety, well being and quality care of the residents. DPV-SM</p>
	<p>Direct Care Professional (several PT and pool positions available)</p> <p><i>Community Living Arrangement(CLA) Program</i> (1 Full Time night shift) (5 Part Time, all shifts)</p>	<p>High School diploma/GED required as well as one year experience preferred. Assist in adaptive living skills, resident goals and active treatment plans of adults at Divine Providence Village or Community Living Arrangement (CLA) homes. Converse with residents and encourage social interaction, physical activity, community outings, and reinforce positive behavior. Communicate effectively with DPV Supervisors, QMRPs, and families. Valid driver's license and 5 years clean driving record preferred. Applicants interested in Pool/PRN positions welcomed. Job Code: DPV-DCP</p>
	<p>Nursing Supervisors FT(M-F) and PT (Sa-Su) – 3rd shift</p>	<p>RN or LPN certification in PA required. MR/DD experience preferred. Strong interpersonal, communication, and leadership skills along with basic computer skills required. Responsible for supervision of duties of overnight staff. Job Code: DPV-NS</p>
<p>Don Guanella Village 1799 S. Sproul Road Springfield, PA 19064 Phone (610) 543-3380 Fax (610) 543-4657</p>	<p>LPN/RN (1 full-time, third shift) (1 part-time second/third shift) (Pool/PRN all shifts)</p>	<p>RN or LPN certification in PA required. MR/DD experience preferred. Provide nursing services to both MR/DD children and adults at Don Guanella and Cardinal Krol Center. Applicants interested in Pool/PRN positions welcomed. Job Code: DGV-LPN</p>
	<p>Campus Manager <i>Cardinal Krol Center</i> (1 FT - first shift) (PT - first, second, and third shifts)</p>	<p>Bachelor's Degree in Human Services or related area required with one year experience <i>or</i> Associate's Degree/60 credits and three years experience <i>or</i> High School diploma/GED and 5 years of MR/DD in a residential setting. Must have a valid Drive's License and 5yrs clean driving record. Provide safety and security services for DGV. Respond to emergency situations. Investigate incidents. Conduct required fire drills. Patrol interior/exterior of facility. Job Code: DGV-CM</p>
	<p>School Nurse (1 part-time day shift) <i>Don Guanella School</i></p>	<p>RN license and school certification in PA required. Coordinate health screenings, immunization records, physical records, and medication administration for MR/DD children of varying ages. Job Code: DGV-SN</p>

	Direct Care Professional <i>Cardinal Krol Center</i> 5 FT 2 PT	High School diploma or GED required. One year of MR/DD experience preferred. Assist in adaptive living skills, individual goals, and community activities of adults and children of Don Guanella and Cardinal Krol Center. Communicate with DCP Supervisors, QMRPs, and families. Must have valid PA Driver's License. Five years clean driving record preferred. Job Code: DGV-DCP
	Behavior Specialist	BA/BS in Human Services related field along with at least 3-5 years experience in a programmatic position within the field of MR required. Complete functional analysis to aid in the development of behavior support plans. Ensure proper data tracking of all plans. Train staff to behaviors supports. Coordinate weekly psychiatric appointments. Coordinate monthly HRC meeting. Ensuring that all HRC approvals are obtained prior to use of any restrictive component. Job Code: DGV-BSP
	Mending/Laundry FT (1 st shift)	High School diploma or GED preferred. Assist in sorting and washing clothing, operate machinery, sort clean linens, return clean clothes to units, mend/repair clothing as needed, and maintain laundry facilities. Job Code: DGV-ML
St. Edmond's Home for Children 320 S. Roberts Road Rosemont, PA 19010 Phone (610) 525-8800 Fax (610) 525-2693	Qualified Mental Retardation Professional	Bachelor's Degree required in health-related field. Develop residents' programs in accordance with each resident's specific needs. Knowledge of ICF/MR regulations preferred. Job Code: EDM-QMHP
	Direct Care Professional (PT) Day shift (weekday) Day shift (weekend) Evening shift (weekend)	High School diploma/GED required. Assist medically fragile, mentally retarded children with their daily living needs. Job Code: EDM-DCP
St. Gabriel's Hall Audubon	Youth Care Workers (Full & Substitute)	High School diploma/GED is required. Supervise adjudicated male juveniles. Must be willing to work flexible, rotating schedules. Valid PA driver's license is required. Job Code: SGH-YCW
	Shift Supervisor (Part-Time, Temporary, 3 rd Shift)	High School diploma/GED and four years of residential experience is required. College degree is preferred. Supervise and monitor the performance of youth care workers. Job Code: SGH-SS
	Kitchen Helper	High School diploma/GED is required. Assist with setting up and cleaning dining rooms. Job Code: SGH-KH
	Summer Teachers	BA and certification required. Summer School: June 24, 2008 to August 22, 2008 (8:00 a.m. to 12:00 p.m.) Job Code: SGH-ST
	Summer Recreation Workers	Minimum of 21 yrs. of age required, two years of college preferred. Plan and implement recreational activities. Maintain safety and rules of sports. Lifeguards must be American Red Cross certified. Summer Program: June 16, 2008 – August 22, 2008 from 12:00 p.m. to 5:00 p.m. Job Code: SGH-RW
	Group Counselor	Master's degree in Human Services field is required. MS in art/music therapy and/or D&A experience

		preferred. Provide a therapeutic environment and program of activities for appropriate, selected students who can benefit from a cooperative group experience. Job code: SGH-GC
	Social Worker	MSW or Masters in Human Services field required. Provide counseling, case management services, and home visits to clients and their families. Job Code: SGH-SW
	D&A Social Worker	Master's Degree in Social Work or Human Services required (MSW preferred). Provide individual, group, and family therapy to adjudicated male juveniles in the Drug and Alcohol program. Valid driver's license required. Job Code: SGH-DASW
St. Gabriel's System Reintegration Services Philadelphia	Reintegration Worker	Bachelor's Degree in Human Services or related field required. Provide community resources and case management to Philadelphia youth committed to Saint Gabriel's Hall. Collaborate with staff, probation officers, and families to provide services from start of commitment through 90-day period of discharge. Valid driver's license required. Job Code: SGH-RW
De La Salle Vocational Bensalem	Summer Teachers	BA degree required. Teachers needed to work one or both summer sessions: June 20 to July 22, 2008 and/or July 22 to August 22, 2008. Hours: 8:00 AM -1:00 PM. Job Code: DLSV-ST
	Social Worker	Bachelor's Degree required, Master's Degree preferred. Provide counseling, case management services, and home visits to clients and their families. Job Code: DLSV-SW
	Teachers	Bachelor's Degree required along with Special Education Certification. Experience working with court-adjudicated or at-risk youth preferred. Job Code: DLSV-TCH
Saint Francis Country House Darby	RN Supervisor (3) FT, Evening Shift FT, Day Shift PT, Evening	RN license with three years supervisory experience in a hospital or long term care facility required. Computer knowledge preferred. Direct all nursing activities. Oversee staffing of units and responsible for evaluation of staff performance. SFCH-NS
	RN (PT Night Shift)	High School diploma/GED required along with current RN license with at least 2 years experience in a hospital or long term care facility. Computer knowledge preferred. Provide nursing services. Job Code: SFCH-RN
	Administrator in Training	Bachelor's Degree required. Master's Degree preferred. Must have a current PA NHA license or be in the process of attaining the NHA license. Focus on community development for residents and staff. Job Code: SFCH-AIT
	C.N.A. Trainer / Staff Developer	Current CNA license with at least 5 years CNA experience in a long term care facility. Assist in planning, developing, directing, evaluating, and coordinating educational and on-the-job training programs. Job Code: SFCH-TSD
	Gift Shop Clerk <i>(Occasional time)</i>	High School diploma/GED required. Must have experience in customer service. Provide assistance, coverage, for customer service in gift shop. Job Code:

		SFCH-GSC
	LPN and RN POOL (All Shifts)	LPN or RN license is required. Provide nursing services for residents of skilled nursing facility. Job Code: SFCH-POOL
	Maintenance Worker <i>Occasional Time</i>	High School diploma/GED required along with at least 3 months experience. Training from technical school in performance of general maintenance preferred. Maintain, restore, and repair equipment and property. Job Code: SFCH-MW
St. Mary Manor Lansdale	Dietary Aides	Prior experience working dietary in health care setting preferred. Prepare dining room for meals. Serve meals. Clean and clear pantry area. Deliver dishes to dishwasher area. Assist with other responsibilities as needed. Job Code: SMM-DA
	RN Supervisor	PA-licensed RN with a minimum of three years experience in a hospital or health care facility. Supervise nursing activities on evening shift. Job Code: SMM-RNS
	Associate Administrator	Bachelor's Degree along with Personal Care Administrator License or Nursing Home Administrators License is required. Three years experience in leadership capacity in a health care setting preferred. Function as Administrator of Assisted Living unit. Assist in planning, developing, organizing, implementing, and directing daily programs, operations, and activities. Job Code: SMM-AA
	Director of Staff Development	Pa-licensed RN with a minimum of three years experience in a hospital or long-term care facility. Direct In-service Educational Programs and the Infection Control Program. Responsible to schedule, direct, perform, and report all QA audits. Job Code: SMM-DSD
St. John Vianney Center Downingtown	RN/LPN (Pool Positions)	Must possess current PA license, minimum of one year experience in medical/surgical nursing preferred with one year additional experience in psychiatric nursing preferred; certification in a psychiatric nursing recommended and current driver's license. Provides nursing care to assigned patients/residents utilizing the nursing process. Job Code: SJVC-RN
	Behavioral Management Consultant <i>Occasional time</i>	PHD in Psychology required. Provide staff with therapeutic approaches and management of difficult residents. Job Code: SJVC-BMC
	LPN <i>Occasional Time, Night Shift</i>	Must have current PA license. Minimum of one year experience in medical/surgical nursing with one year additional experience in psychiatric nursing preferred. Certification in psychiatric nursing preferred. Provide nursing care to assigned patients/residents utilizing the nursing process. Job Code: SJVC-LPN

	Social Worker	LSW and a minimum of 2 years experience in social work with adult psychiatric patients/residents required. Experience with sex offender preferred. Job Code: SJVC-SW
	RN (4 positions) <i>FT, Day shift</i> <i>PT, Evening shift</i> <i>FT, Evening shift</i> <i>Occasional Time, Night shift</i>	Must have current PA license. Minimum of one year experience in medical/surgical nursing with one year additional experience in psychiatric nursing preferred. Certification in psychiatric nursing preferred. Provide nursing care to assigned patients/residents utilizing the nursing process. Job Code: SJVC-RN
	Psychiatrist <i>Part Time</i>	Current PA Medical License, Board Certified Psychiatrist required along with 2 years experience in practice of Psychiatry, 1 year administering an inpatient unit or equivalent experience. Provide evaluation and treatment, review past medical records, chart, prepare reports, consult with staff and attend meetings concerned with direct resident care. Job Code: SJVC-PSY
	Medical Director <i>Part Time</i>	Current PA Medical license, Board Certified Psychiatrist required along with 5 years experience in practice of psychiatry and 3 years administering an in-patient unit or equivalent experience with patients with mental illness. Review and co-sign treatment plans, serving on various administrative committees such as QI, policy and procedure and pharmacy. Job Code: SJVC-MD
	Residential Care Aide <i>Nights</i>	High School diploma/GED required as well as current CNA certification in PA. Must have minimum of 2 years experience in hospital or long term care setting along with current PA driver's license and reliable means of transportation. Assist residents in activities of daily living. Promote restorative nursing care. Provide personal care assistance for residents. Maintain appropriate documentation. Provide unit clerk assistance at nursing units. Job Code: SJVC-RCA
Villa Saint Joseph Darby	LPN/RN (Part-Time & Pool Positions)	LPN or RN License and one to three years of geriatric care experience is required. Provide nursing services in retirement care environment. Job Code: VSJ-RN
St. Monica Manor Philadelphia	RN/LPN (7am-7pm & 7pm-7am)	Current PA nursing license is required. Provide nursing services for residents in long-term care facility. Job Code: SMON-RNL
	RN Unit Manager	PA-licensed RN with a minimum of three years supervisory and leadership experience in a hospital or health care facility. Ability to plan, organize, develop and implement policies and procedures. Job Code: SMON-RNUM
	RN Supervisor	PA-licensed RN with a minimum of three years experience in a hospital or health care facility. Supervise nursing activities on evening shift. Job Code: SMON-RNS
	Assistant Administrator	Bachelor's Degree in Business Administration or Health Administration required along with one to three years experience in a supervisory capacity in a

		hospital or long term care facility. Must possess or be able to obtain a Nursing Home Administrator License. Assist in directing day to day functions of the facility. Job Code: SMON-AA
	Purchasing Clerk	High School Diploma/GED required. Order supplies for the facility and delivery of supplies and equipment. Job Code: SMON-PC
	Music/Recreational Therapist	Bachelor's Degree in recreational therapy or related field along with minimum of three years experience in a hospital, skilled nursing facility, or medical facility. Job Code: SMON-MRA
	Assistant Director of Nursing	Bachelor's Degree and minimum of three years supervisory experience in a hospital or other health care facility required. Must have knowledge of nursing and medical practices, laws and regulations along with a current RN License in PA. Supervise care of residents. Lead and manage nursing staff. Participate in core team discussions. Job Code: SMON-ADON
Villa St. Martha Downingtown	Security (<i>part-time</i>)	High School diploma/GED is required. Light maintenance, newspaper deliveries, monitor security cameras. Assorted ground and facility responsibilities. Job Code: VSM-S
	Pool Nurses (<i>part-time/all shifts</i>)	RN/LPN is required. Provide nursing services to residents of facility. One weekend per month is required. Job Code: VSM-PN
St. Martha Manor Downingtown	RN/LPN (Pool Positions)	Current PA license is required. Provide nursing services to residents of facility. Job Code: SMM-RN
	Cook	High School diploma/GED and previous institutional cooking experience is required. Prepare meals for clients. Ability to work weekends is required. Job Code: SMM-COOK
Immaculate Mary Home Northeast Philadelphia	RN Supervisor	RN license and three years experience in a hospital or long term care facility is required. Supervise the day-to-day nursing activities for the facility. Job Code: IMH-RNS
	Certified Nursing Assistant FT (3pm-11:30pm)	High School diploma/GED and current Nursing Assistant certification required. Previous experience preferred. Excellent organizational, communication, and interpersonal skills preferred. Job Code: IMH-CAN
	Assistant Director of Nursing	RN license valid in PA and related experience required along with strong communication, clinical, and supervisory skills. Strong background in State and Federal regulations governing long term care facilities, medicare/medicaid systems, utilization review process, and rehabilitative/restorative nursing preferred. Supervise care of residents. Lead and manage nursing staff. Participate in core team discussions. Job Code: IMH-ADON
	Director of Volunteers	Bachelor's Degree in a health related field required. Direct the facilities volunteer program. Oversee and schedule volunteers with needs of facility. Work with Recreation therapy. Complete and submit forms/reports and submit to administrator. Job Code: IMH-DOV

	Pastoral Care Associate (PT)	Degree in theology or religious studies required along with a minimum of one unit of CPE and experience in pastoral care. Assess spiritual needs of residents, provide spiritual counseling and emotional support to residents, staff, and families. Job Code: IMH-PCA
Saint John Neumann Nursing Home Northeast Philadelphia	RN/LPN Charge Nurse (Pool all shifts)	RN/LPN Pennsylvania license is required. Provide direct nursing care to residents. Supervise day-to-day activities performed by the Nursing Assistant. SJN-CN
	Human Resources Coordinator	Associate Degree in Human Resources or related field, along with 1-3 years experience in Human Resources required. Must have excellent communication and interpersonal skills. Oversee and maintain all programs for employee relations, hiring, orientation, compensation, performance reviews, worker's compensation, employee award programs, and employee files. Job Code: SJN-HR
	Recreational Therapist	Bachelor's Degree in Recreational Therapy or related field required. CTRS or eligible, and knowledge of documentation and MDS preferred. Plan and implement programs for long term care facility. Job Code: SJN-RT
	Recreational Therapy Aide (11:00 a.m – 7:30 p.m. shift)	High School diploma/GED required as well as a minimum of 3 months experience in a skilled nursing care facility or other related medical facility. Transport residents to in-house programs. Assist in feeding residents. Assist with planning, organizing, and redirecting the activities program. Develop goals for meeting resident needs. Job Code: SJN-RTA
CATHOLIC SOCIAL SERVICES		
Financial Affairs Office Philadelphia	Accounting Supervisor	Bachelors' Degree in Accounting or Finance-related field required along with at least 5 years experience. Supervisory experience in a non-profit setting, including PA funding contracts preferred. Must be proficient in Excel and have ability to manage multiple tasks, operate in a deadline-driven environment, and train/develop staff. Supervise staff. Prepare and review contract expenditure reports and budgets. Complete budget variance analysis and budget projections. Report contract-related revenue. Manage related accounts receivable. Handle funding source audits. Complete audit schedules related to A-133 audit. Meet with Program Division Directors to review contracts, expenditure reports, and budgets. Job Code: JW-ASUP
St Mary's Residence Philadelphia	Residential Assistant	High School diploma/GED required along with experience in cooking and cleaning, Prepare, serve, and clean-up meals. Assist in kitchen work. Clean residence. Job Code: TF-SMRA
Star Harbor Senior Community Center Philadelphia	Social Work Tech	Bachelor's Degree (BSW) or related Human Services degree required. Experience working with older population required. Screen/Register new members at center. Determine eligibility for Paratransit and

		other services. Maintain client files, records, and applications. Assist members with benefits/entitlements. Advocate for services. Data input for agency's Harmony and PCA system. Attend community meetings and training workshops. Job Code: TF-SHSW
Bucks County Family Service Center Levittown	Social Work Tech I	BSW or related degree required along with 3 years post-bachelor experience in a social service setting. Bilingual Spanish/English preferred. Provide intake for brief services and case management services; provide case management services, provide brief services as appropriate within community and agency resources, provide life skill programming, and maintain client records to ensure compliance. Must have reliable means of transportation. Some evening hours are needed. Job Code: JB-BSWI
	Social Work Tech II <i>(temporary)</i>	BSW or related degree required along with 3 years post-bachelor experience in a social service setting. Bilingual Spanish/English preferred. Provide intake for brief services and case management services; provide case management services, provide brief services as appropriate within community and agency resources, provide life skill programming, and maintain client records to ensure compliance. . Some evening hours are needed. Job Code: JB-BSWT
Adoption Services Philadelphia	Social Work Tech I	Bachelor's Degree (BSW) or related field required. Experience in adoption preferred. Provide direct services to infants and birth parents, provide options counseling, complete home studies for international/domestic adoptions, complete permanency tasks for children transitioning from foster care, document case activity using Harmony Program, and facilitate orientation meetings and family preparation classes. Job Code: JB-ASW
Child Care Services Philadelphia	Social Work Supervisor II	MSW and license along with two years post-graduate child welfare experience required. Supervise work and work flow of social work staff, provide individual and group supervision to staff, oversee intake process, monitor/maintain case records, conduct ongoing evaluation and annual review of assigned staff, record and monitor staff professional development, and complete/document weekly supervision. Job code: JB-CCS
	Social Worker II	Bachelor's Degree in Social Work or related field along with one year experience required. Provide comprehensive social services to children and biological families, provide support and assistance to foster families providing care to neglected children, coordinate visits between child and birth parent, consult with parents in regards to placement planning, document case data, and coordinate/participate in planning meetings. Job code: JB-CCSW
Northeast Family Services Center Philadelphia	Janitor/Housekeeping <i>(Part-time)</i>	High School Diploma/GED required along with one year of janitorial/light maintenance experience. Maintain adequate janitorial supply inventory.

		Perform minor maintenance duties. Provide safety and security inspections of facility and grounds. Job Code: JB-NEJH
Beacon Centers Philadelphia	Group Leaders (<i>Part-Time</i>)	High School diploma/GED along with experience working with school age children and ability to create and implement creative programming required. Create and implement creative programming for children or middle and high school youth. Monitor consultants and activities provided after school hours. Accompany students on field trips. Assist program coordinators and other duties as needed. Job Code: JB-BGL
Casa del Carmen	Day Care Director	Bachelor's Degree or Associate's Degree in education or related field in Early Childhood required along with one to three years experience. Bilingual English/Spanish preferred. Provide general management. Administer finances, personnel, and maintenance of site. Responsible for program goals, objectives, and activities. Serve as community liason through public relations with schools, welfare offices, parishes, and potential source of referrals. Job Code: TF-CDIR
Casa del Carmen –Services for Children in their Own Home (SCOH)	Child Care Social Work Technician II	Bachelor's Degree in Social Work or related field and three to five years of experience is required. Conduct initial and ongoing assessments and develop Tx plans. Follow procedures to report child abuse/neglect. Perform crisis intervention. Maintain documentation according to CSS/DHS standards. Job Code: TF-SWTC
	Child Care Social Work Technician I (2)	Bachelor's Degree in Social Work or related field and one to three years experience is required. Conduct initial and ongoing assessments and develop Tx plans. Follow procedures to report child abuse/neglect. Perform crisis intervention. Maintain documentation according to CSS/DHS standards. Bilingual English/Spanish preferred. Job Code: TF-CCSW
Casa del Carmen Teen Placement Diversion Program Philadelphia	Child Care Social Worker II (2)	Bachelor's Degree in Social Work or related field as well as 3-5 years experience with children, teens and families in an intensive setting required. Work with families and youth in crisis in their home. Provide immediate therapeutic intervention. Follow procedure to report child abuse/neglect, provide face-to-face intervention and maintain documentation according to CSS/DHS standards. Driver's license and reliable means of transportation required. On call responsibilities. Job Code: TF-TPSW2
	Youth Mentor (<i>Part-time</i>)	High School diploma/GED is required along with 3 to 5 years experience with youth in a community setting. Must have basic computer skills. Assist and guide youth to engage in positive life activities. Follow procedures to report child abuse/neglect. Document youth activities according to CSS/DHS standards. Serve as role model. A valid PA driver's license and reliable means of transportation are required. Job Code: TF-YM

McAuley House Philadelphia	Residential Aide (<i>Part-time</i>) (2)	High School diploma/GED is required. Prepare and serve meals. Supervise residents administering medication. Interact with residents on all levels. Conduct general house cleaning. Job Code: JB-MCRA
Mercy Hospice Philadelphia	Residential Aide (<i>substitute</i>)	High School diploma/GED is required with experience in residential services. Prepare meals. Maintain a clean facility and assist residents with their daily needs. Sensitivity to the needs of the homeless population is necessary. Job Code: JB-SRA2
	Program Coordinator	Bachelor's Degree required. Human Service experience preferred. Must be proficient in Microsoft Word and publisher software. Recruit, interview, orient and assign new volunteers. Solicit donations, represent Mercy Hospice at community meetings, coordinate Christmas donation drive, sort/organize/track donations, develop Mercy Hospice newsletter. Job Code: TF-PCMH
	Social Work Tech	Bachelor's Degree in Social work or related area required. Experience working with homeless population of women in substance abuse recovery. Perform intake interviews and assessments. Maintain case records. Monitor client compliance in treatment and educational programs. Administer random urine testing. Enter and update client data into agency client data system. Job Code: TF- MHSW
St. John's Hospice Philadelphia	Substitute Residential Aide (2)	High School diploma/GED is required. Assist residents with medication. Document status of residents in log book. Assist with light housekeeping duties. Job Code: JP-SRAI
Women of Hope (Vine) Philadelphia	Mental Health Worker <i>(Substitute and full time)</i>	High School diploma/GED is preferred. Care for residents/building including: cleaning, assisting residents with personal needs, and meal preparation/cleanup. Experience with homeless and mentally ill population is helpful. This position is Job Code: JP-PMH1
	Weekend Coordinator	High School Diploma/GED required along with experience working with the mental health and homeless population. Coordinate communication between weekday and weekend shifts, oversee safety of building, manage emergencies, welcome guests and volunteers at front door, distribute medication and provide personal care. Job Code: TF-WCV
Women of Hope (Lombard) Philadelphia	Mental Health Worker <i>(Substitute and full time)</i>	High School Diploma/GED is preferred. Care for residents/building including: cleaning, assisting residents with personal needs, and meal preparation/cleanup. Experience with homeless and mentally ill population is helpful. Job Code: JP-PMH1
SECRETARIAT FOR TEMPORAL SERVICES		

Accounting Services Philadelphia	Staff Accountant (FT) <i>for a minimum of 3 years</i>	Bachelor's Degree in Accounting required along with three to five years of accounting experience. Must have knowledge of sales and receivables process. Full Trial balance accounting. Review budgets and Annual Parish Financial Reports. Job Code: TF-ACC
Catholic Cemeteries Office Holy Cross Cemetery Yeadon PA	Office Clerk	High School diploma/GED required. Must have strong computer skills. Data entry, light typing, filing, assisting with visitors, answer phones, and other duties as assigned. Job code: TF-OC
OFFICE OF CHILD AND YOUTH PROTECTION		
	Secretary	High School diploma/GED required. Must have knowledge in Excel, Microsoft Word, and Word Perfect. Prepare and process all invoices and statistical reports for the Victim Assistance Program. Enter and maintain all victim data in victim data base. Provide assistance at evening Safe Environment Trainings. Provide telephone coverage for Victim Assistance Center, Director, and Safe Environment Staff as needed. Attend all staff meetings and prepare minutes of meetings. Maintain all files for victims. Job Code: JB-OCY
	Auditor	Bachelor's Degree or related experiences required. Must have a valid driver's license and flexible schedule. Audit Safe Environment Records for parishes/schools. Prepare reports of audit findings. Meet and discuss with parish and school administrators regarding audit findings. Assist parish and schools in setting up filing and tracking systems to remain compliant. Meet with Director, Compliance Coordinator, and Safe Environment Coordinator to discuss on-going audit plans. Explain Safe Environment guidelines and Standards of Ministerial Boundaries and Behaviors to parish and school representatives. Job Code: JB-AOCY
AUXILIARY BISHOP THOMAS		
St. Charles Borromeo Seminary	Adjunct Instructors (Spanish)	Master's Degree or enrolled in Master's program in language or related field. Teach introductory and intermediate instruction in the Spanish Language. Classes taught twice per week. BJ-AI

	Senior Secretary	High School diploma/GED and five years administrative/secretarial experience required. Must have knowledge of Microsoft Word, WordPerfect, Microsoft Excel, Internet, and email. Greet visitors. Answer phones. Monitor office budget and supplies. Perform routine upkeep procedures for copier and coordinate paper supply, repairs, and billing. Prepare all regular Academic Dean correspondence. Record keeping. Prepare correspondence and copying for Theology Faculty. Maintain all Academic Dean files. Coordinate the creation and distribution of concursus awards. Order, prepare, and distribute student evaluations. Job Code: JB-SEC
	Security Officer <i>Part Time</i>	High School diploma/GED or 6 months to one year of related experience and/or training or equivalent combination of education and experience required. Must have a valid driver's license. Patrol buildings, grounds of campus. Greet and register visitors. Inspect machinery and equipment. Monitor and report irregularities. Coordinate with police and fire fighting services. Regulate pedestrian and vehicle traffic on campus. Job Code: JB-SO
	Gift & Financial Data Specialist	High School diploma/GED required along with 2 years experience. Must have knowledge of Microsoft Office. Process and entering of Alumni Appeal and Seminary Appeal. Manage all duties of Matching Gift Process. Oversee the maintenance of Advancement Office database. Assist in training and supervising of temporary data entry personnel. Perform monthly reconciliation of gift reports. Print, copy and distribute parish fiscal reports. Maintain appropriate hard records of gifts and prepare daily deposit/gift reports. Job Code: JB-SCDS
Media Affairs Catholic Standard and Times Philadelphia	Editor	Bachelor's Degree required as well as experience in journalism. The editor reports to the Director and General Manager of the newspaper. The editor will help ensure effective promotion of Archdiocesan initiatives as informed by the Director and General Manager. Implement editorial direction of the newspaper as defined by the director; confer with the director on all elements of editorial presentation with regards to orthodox Catholic teaching and practice in the Archdiocese of Philadelphia; maintain editorial standards as articulated by the director; consult with the director on editorial presentation as it affects marketing plans; manage personnel resources in the editorial department. Job Code: BJ-E
Office for Clergy	Administrative Coordinator	Minimum of Associate's Degree is required. Bachelor's degree preferred. Must have excellent administrative secretarial skills. Centralize and coordinate all work pertaining to office. Assist the Assistant to the Vicar of Clergy in preparing canonical materials for Rome. Assume leadership role in coordination of new tasks and initiatives. Responsible for the development of meeting agendas and associated materials. Job Code: JG-VCES
	Associate to the Vicar for Clergy	Bachelor's Degree required. Master's Degree

	for Ongoing Formation	preferred. Must have strong communication, supervisory, and organizational skills. Advanced theology degree preferred. Investigate, analyze, and recommend appropriate plans of action for various interventions. Assist Vicar for Clergy in assessment of performance of priests. Assist in the development and implementation of all plans for ongoing formation of priests. Support priests in areas if leadership development, supervision, communication and employee relations. Develop and deliver trainings for Priests in specific areas assigned by Vicar of Clergy. Job Code: JG-AVC
AUXILIARY BISHOP McFADDEN		
Office for Development Philadelphia	Senior Secretary	High School diploma/GED as well as some college credits preferred with a minimum of five years experience in high-level executive support. Ensure effective implementation of all directives. Communicate effectively and coordinate projects within department as well as outside contacts. Must possess proficiency in Microsoft Office software, including, Word, PowerPoint, Publisher, and Excel. Experience in use of Raisers Edge software or other fund-raising software preferred. Must be able to function autonomously. Experience in development/fund-raising environment desired. Job Code: mml-ssodev
	Associate Director of Development Communications	Bachelor's degree in Management, Communications or related field along with a minimum of three years development, fund-raising, advertising or communication experience, preferably in non-profit sector. High level of responsibility in public relations and publicity including the development of promotional videos, presentations and workshops. Job Code: mml-addcdev
CATHEDRAL BASILICA OF SS PETER AND PAUL		
Cathedral Basilica of SS Peter and Paul Philadelphia	Facilities Manager	High School Diploma/GED required. BA preferred. Must be trained in working with electrical, plumbing, carpentry, and/or HVAC systems. Supervisory experience required. Supervise physical care, management, and coordination of plant operations and custodial/maintenance staff. Maintain supply inventory, maintain records, and coordinate projects. Perform regular custodial and maintenance duties daily. Responsible to identify and coordinate necessary electrical, carpentry, plumbing repair and restorative work. Ensure proper maintenance of all facilities and properties. Job Code: TF-FM

Staff persons who are interested in the above positions should:

1. Contact the Human Resources Office to discuss the requirements and duties of the position by August 31, 2008.
2. Submit to Human Resources Office an application for transfer (available in the Human Resources Office).
3. Interviews will be coordinated with the hiring departments by the Human Resources Office.

Applicants are encouraged to discuss career opportunities with their immediate supervisors. EOE.