

**ARCHDIOCESAN OFFICE CENTER
VACANCY LIST
February 1, 2012**

DEPARTMENT	JOB CLASSIFICATION	MINIMUM QUALIFICATIONS
<i>AUXILIARY BISHOP McINTYRE</i>		
<i>SECRETARIAT FOR CATHOLIC HUMAN SERVICES</i>		
Catholic Health Care Services	Staff Accountant	Bachelor's Degree in Accounting/Finance as well as a minimum of two years' experience in corporate accounting is required. Must have a valid driver's license and reliable means of transportation. Assist in day-to-day accounting functions. Prepare and post journal entries. Reconcile and maintain balance sheet and income statement accounts. Prepare monthly financial reports. Job Code: CHCS-SA
	Staff Accountant/CPA	Bachelor's Degree in Accounting/Finance as well as a minimum of two years' experience in long-term finance accounting. CPA is preferred. Must have a valid driver's license and reliable means of transportation. Assist in day-to-day accounting functions. Prepare and post journal entries. Reconcile and maintain balance sheet and income statement accounts. Prepare monthly financial reports, 990 tax returns and assist with A-133 reporting. Job Code: CHCS-CPA
	Accounts Receivable/Billing Specialist	High School Diploma/GED is required. Must have two years' experience in billing, Medicare, Medicaid and managed care. Prepare and process accounts receivable; and maintain journals and reports. Job Code: CHCS-ARBS
	Director, Catholic Care Options Program for the Elderly	Master's Degree in Social Work or Bachelor's Degree in Nursing/RN and experience working with geriatric population are required. Receive cold calls and referrals from within Catholic Social Services, Catholic Health Care Services and the general community regarding the need for services for older adults. Provide information and referrals to older adults and their caregivers who call for assistance. Job Code: CHCS-CCOPE
	Regional Registered Nurse Assessment Coordinator (RNAC)	RN certification in PA and 3-5 years' experience as an RNAC in PA are required. Must have valid driver's license. Oversee all Clinical Reimbursement Operations including auditing. Job Code: CHCS-RNAC
	Help Desk Field Technician	High School Diploma and one year of experience with computers are required. Associate's Degree in Computer Science is preferred. Valid driver's license and reliable means of transportation is required. Must be able to obtain A+ Certification within three months of hire. Perform user support functions, troubleshoot, repair or restore all problem hardware, software, and peripheral devices. Job Code: CHCS-HDFT

<p>Divine Providence Village 686 Old Marple Road Springfield, PA 19064</p> <p>(p) 610-328-7730 (f) 610-544-1710</p>	<p>RN-LPN</p> <p><i>(Pool/PRN, as needed)</i></p>	<p>RN or LPN certification in PA is required. Experience with intellectually and developmentally disabled is preferred. Provide nursing services to MR/DD adult female residents. Job Code: DPV-RNLPN</p>
	<p>In-Home Support Staff</p> <p><i>(Pool, as needed)</i></p>	<p>High School Diploma/GED is required. Must have experience working with individuals with disabilities. Provide habilitative services for intellectual and developmental disabled persons in family homes. Job Code: DPV-IHSS</p>
	<p>Direct Support Professional</p> <p><i>(Pool/PRN, as needed)</i></p>	<p>High School Diploma/GED is required. Must have prior experience working with developmental disability population. Must have valid driver's license. Supervise and assist individuals with developmental disabilities. Job code: DPV-DSS</p>
	<p>ATF Instructor</p>	<p>High School Diploma/GED is required. Must have prior experience working with developmental disability population. Must have valid driver's license. Provide training, assistance, and supervision for clients attending the Adult Training Facility's Day Program. Teach and assist clients in completing tasks and activities. Implement program and goals for individual clients. Job code: DPV-DSS</p>
	<p>Cook</p> <p><i>(part time)</i></p>	<p>High School Diploma/GED and SafeServe certificate are required. Must have at least one year experience. Prepare meals for residents according to dietary plans. Job Code: DPV-C</p>
	<p>Director of Community Living Arrangements</p>	<p>Bachelor's Degree in Human Services Field and five years' experience in Human Services with progressive management experience are required. Master's Degree is preferred. Manage the total operation of the residential programs. Maintain a safe, clean, comfortable and therapeutic environment for residents. Ensure appropriate maintenance of residential areas. Develop and approve job descriptions. Evaluate staff. Identify recruitment needs. Assist in developing plans of correction regarding licensure, certification, and other approval provisions. Maintain compliance with all licensure, certification, and other standards. Job Code: DPV-DCLA</p>
	<p>Driver and Medical Appointment Coordinator</p>	<p>High School Diploma/GED and valid drivers' license are required. Must have prior experience working with individuals with developmental disabilities. Coordinate residents' medical appointments. Job Code: DPV-DMAC</p>

<p>Don Guanella Village 1799 S. Sproul Road Springfield, PA 19064</p> <p>(p) 610-543-3380 (f) 610-543-4657</p>	<p>Residential Supervisor CKC <i>2 Full time</i></p>	<p>Bachelor's Degree along with at least one year experience working with individuals with intellectual disabilities in residential setting OR Associate's Degree with at least two year's experience working with individuals with intellectual disabilities OR High School Diploma/GED with at least four years experience working with working with individuals with intellectual disabilities. Minimum two years supervisory experience. Must have valid driver's license and be able to obtain Archdiocesan driving approval. Supervise staff and follow procedures for Emergency Medical Responses; communicate any issues or concerns arising on night shift, provide prepared trainings, and promote staff attendance at monthly in-services. Job Code: DGV-RS</p>
	<p>Direct Support Professional-CKC/DGS <i>4PT</i></p>	<p>High School Diploma/GED is required. Related experience working with individuals with intellectual disabilities in residential setting is preferred. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Support residents in self-care practices and assist as needed; offer active treatment, reinforce positive behaviors and promote social interaction; assist program staff in administering therapeutic activities; observe and document residents' behaviors, assist with meals, and activities of daily living. Job Code: DGV-DSP</p>
	<p>LPN/RN <i>Pool PRN</i></p>	<p>RN/LPN certification in PA is required. Experience working with individuals with intellectual disabilities is preferred. Provide nursing services to ID adult residents of facility as part of the Nursing Team. Job Code: DGV-LPN/RN</p>
	<p>Qualified Developmental Disabilities Professional</p>	<p>Bachelor's Degree in Human Services with at least one year experience working directly with people with intellectual disabilities. Functions as head of inter-disciplinary team coordinating, integrating, and monitoring program plan. Coordinates services, equipment, and programs that are needed for appropriate treatment. Writes annual Individual Program Plan as well as quarterly reviews. Participates in On-call rotation. Job Code: DGV-QDDP</p>
<p>St. Gabriel's Hall Audubon</p>	<p>Home Repair Project Coordinator</p>	<p>High School Diploma/GED and two years working with youth required. Valid driver's license and willingness to travel with youth to Philadelphia required. Must be knowledgeable in minor home repairs. Provide minor home training to teenage boys. Job Code: SG-PCRC</p>
<p>St. Gabriel's Hall – Administrative Office Philadelphia</p>	<p>Psychiatrist</p>	<p>Conduct dispositional planning/placement evaluations of delinquent youth. Job Code: SGH-PSY</p>
<p>Brother Rousseau Academy Philadelphia</p>	<p>Special Education Teacher</p>	<p>Bachelor's Degree and Special Education Certification are required. Instruct court adjudicated youth ages 10-14 in small group (6-8 students) in multi-disciplinary setting. Job Code: BR-SET</p>

St. Mary Manor Lansdale	C.N.A. <i>Pool and FT</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SMM-CNA
	LPN <i>Pool</i>	Current LPN license in PA is required along with at least three years experience in long-term or hospital care preferred. Provide nursing services in retirement care environment. Job Code: SMM-LPN
	Residential Aide <i>Pool</i>	High School diploma/GED is required. Support residents in self care practices; reinforce positive behaviors promote social interaction; assist in administering therapeutic activities; observe and document resident behaviors; assist with meals and activities of daily living. Job Code: SMM-RA
	RN <i>Pool</i>	Current RN license in the state of PA and at least three years of supervisory experience in a hospital or long term care facility are required. Provide coverage for full-time RN Supervisor as needed to provide oversight for the nursing staff. Job Code: SMM-RNS
St. John Vianney Center Downingtown	Mental Health Workers <i>Pool – 7a-3p and 3p-11p</i>	Bachelor’s Degree in psychology or related field is required. Previous experience in mental health also required. Must have a valid PA driver’s license. Facilitate social skill development, recreational, reflective, educational and other program groups. Provide one-to-one support for residents while accompanying them in the community. Implement activities groups and participate in activities programs. Job Code: SJVC-MHW
	LPN/RN <i>Pool Positions</i>	LPN or RN license and one to three months of previous long term care experience required. Medical surgical experience preferred. Provide nursing services in retirement care environment. Job Code: SJVC-RN
	C.N.A. <i>Pool, All shifts</i>	Valid CNA certification in PA along with a minimum of one year experience is required. Previous experience in acute care or psychiatric care preferred. Must have valid PA driver’s license in good standing. Provide comprehensive Nursing Assistant /ADL support services in a psychiatric hospital. Job Code: SJVC-CNA
	Licensed Psychologist	Doctoral degree in Psychology is required. Must have a license in good standing to practice psychology in PA along with at least two years experience in clinical or hospital psychology with adult psychiatric population is required . Must have experience and knowledge of the Medicare requirements as well as documented experience providing clinical psychological services in long term care facility or skilled nursing home setting. Provide psychological services to adult psychiatric population. Job Code: SJVC-LPSY

	Licensed Clinical Social Worker	L.C.S.W. and license in good standing to practice social work in PA is required along with at least two years experience in clinical or hospital social work with adult psychiatric population. Must have experience in Medicare requirements as well as a documented experience providing clinical social work in long term care facility or skilled nursing home setting. Provide social services to adult psychiatric population. Job Code: SJVC-LCSW
	Director of Facilities Management	High School Diploma/GED is required. Associate's Degree or Bachelor's Degree in related field is preferred. Certifications in OSHA, HVAC, or project management are desirable. Initiate requests for bids and quotations from vendors and contractors for both supply items and capital equipment replacement/acquisition. Assess the overall condition of the physical plant and grounds and plan for proper maintenance of capital assets. Serve as Hospital Safety Officer and direct the Safety Management Program. Identify and manage security function for the hospital. Job Code: SJVC-DFM
St. Monica Manor Philadelphia	RN/LPN <i>pool</i>	Current PA nursing license is required. Provide nursing services for residents in long-term care facility. Job Code: SMON-RNL
	C.N.A. <i>PT and Occasional – All shifts</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SMON-CNA
St. Francis Country House Darby (f) 610-461-3422	C.N.A. <i>Part time</i>	Current CNA certification along with a minimum of one year experience is required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SFCH-CNA
	Supervisor Housekeeping and Laundry	High School Diploma/GED and a minimum of three months supervisory experience is required. Must have a valid driver's license. Perform daily cleaning of walls, lights, vents, windows, etc. Create staff schedule and hire staff. Order supplies. Maintain department budget. Job Code: SFCH-SHL
	Assistant Director of Nursing	Bachelor's Degree in Nursing and RN license in PA is required. Must have minimum of 3 years' experience as a supervisor in a hospital, long-term care facility or related health care facility. Assist in the planning, organizing, development and direction of the overall operation of the nursing services department. Job Code: SFCH-ADN
	RN/ LPN <i>Pool positions - 7p-11p every other weekend</i>	Current PA nursing license is required. Provide nursing services for residents of skilled nursing facility. Job Code: SFCH-RNL
	Housekeeper	High School Diploma/GED is required. Must have three months related cleaning experience. Responsible for daily cleaning of walls, lights, vents, windows, bathrooms, etc. Job Code: SFCH-HSK
Villa St. Joseph Darby HR Dept: 610-586-8535 Ext. 17.	Maintenance Worker <i>Part time</i>	High School Diploma/GED is required. Must have previous maintenance experience. Perform routine maintenance on facility grounds, painting, and routine safety checks. Job Code: VSJ-MW

Villa St. Martha Downingtown	RN/LPN <i>Pool positions</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 <i>Pool Positions</i>	Current PA license is required. Provide nursing services to residents of facility. Job Code: SMM-RN
St. John Neumann	Recreation Therapy Aide <i>Occasional time/evenings</i>	High School Diploma/GED is required. Assist with planning, organizing, and implementing a program of activities. Document resident's participation in activity programs. Job Code: SJN-RTA
CATHOLIC SOCIAL SERVICES		
CSS Financial Philadelphia	Accountant	Bachelor's Degree in Accounting or related field is required. CPA preferred. Five years' experience in accounting and non-profit experience with government funding is required. Prepare and post journal entries. Reconcile and maintain balance sheet accounts. Prepare monthly reports. Prepare 990 returns. Assist with A-133 audits. Job Code: JB-CSSA
	Accounts Payable	Associate's Degree is required. Bachelor's Degree is preferred. Experience with Great Plains Software is preferred. Receive and verify invoices. Prepare invoices in batches for data entry. Check and enter invoices. Run backup reports. Mail vendor files. Job Code: JB-CSSAP
Adoption/Childcare	Social Worker Technician <i>2 Full time</i>	Bachelor's Degree in Social Work or related field is required. Must have experience with work in the Child Welfare System. Provide comprehensive social services to birth families and children. Provide support and assistance to foster families providing care to children. Develop relationships with child, foster family and birth family. Enable clients to address goals and make appropriate changes. Job Code: JB-CSW
St. John's Hospice Philadelphia	Residential Aide <i>Substitute</i>	High School Diploma/GED is required. Answer phone and door, guide the front office volunteers, find and distribute client mail, and distribute medication to residents. Job Code: KS-SJRA
	Case Aide	High School Diploma/GED and some social service experience are required. Bachelor's Degree is preferred. Provide supportive case management services to clients. Monitor the dispensation of medicine and record keeping. Escort clients to appointments/meetings as needed. Receive application inquiries and coordination of application materials. Schedule screening interviews and provide summaries of the interviews. Job Code: KS-SJCA
	Case Manager	Bachelor's Degree in Social Work or related field and at least 2 years' social work experience is required. Provide case management and social work services to clients. Maintain case files for all assigned clients. Provide referral services and keep statistical information in CSS and city computer systems. Job Code: KS-SJCM

Women of Hope (Vine) Philadelphia	Residential Aide <i>Substitute</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: KS-MHWS
	Weekend Mental Health Worker Coordinator	High School diploma/GED is required. Some college is preferred. Coordinate communication between weekend and week day shifts. Oversee and distribute weekend medications. Oversee overall safety of women and the building. Handle emergencies. Welcome visitors and volunteers. Experience with homeless and mentally ill population is helpful. Job Code: KS-WHMHW
Women of Hope (Lombard) Philadelphia	Mental Health Worker <i>Substitute</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: KS-MHWS
Mercy Hospice Philadelphia	Residential Aide <i>Substitute</i>	High School Diploma/GED is required. Experience working with homeless population or women in substance abuse recovery preferred. Respond to door, telephone, and client inquiries. Write reports to staff regarding residents. Perform hourly house checks. Manage conflicts among residents. Supervise and check resident chores. Prepare and serve meals. Light housekeeping. Monitor resident medication distribution and perform drug/alcohol tests. Job Code: KS-MSRA
McAuley House	Residential Aide <i>Substitute</i>	High School Diploma/GED is required. . Experience working with homeless population or women in substance abuse recovery preferred. Prepare and serve breakfast or dinner, supervise residents while they self-administer medications, interact with residents on all levels, and general house cleaning. Job Code: KS-MRA
Visitation Homes Philadelphia	Residential Aide <i>Substitute</i>	High School Diploma/GED is required. Maintain order, cleanliness, and structure in facility; draft reports to case managers; perform house checks; manage resident conflicts and emergencies; and assist in child care duties. Job Code: KS-VHRA
Casa del Carmen Preschool/OST	Director	Bachelor's Degree in Early Childhood Education/Elementary Education (30 ECE Credits) and two years' experience working with children are required. Oversee all aspects of the Preschool/OST Program, including supervision of staff and program activities. Assure compliance with all Preschool/OST contract requirements. Assure that all reports and transmittals are submitted on time. Renew Department of Public Welfare License for childcare facility and implement Keystone Stars. Job Code: KS-CPD

SECRETARIAT FOR EVANGELIZATION

Family Life Office	Administrator of Prison Ministry	Master's Degree in Theology, Pastoral Counseling or related field is required. Must possess knowledge of the Catholic faith and moral principles and an understanding of and experience in providing pastoral care and counseling. Plan, arrange and assist in the sacramental services provided within the prison by the Catholic chaplain and other priests when needed. Train and supervise prison volunteers from the Archdiocese of Philadelphia. Act as a liaison between Catholic volunteers and the Office of Chaplaincy and Volunteer Services of the Philadelphia Prison System. Job Code: JB-DPM
Deaf Apostolate	Coordinator of Religious Education <i>Part time</i>	Bachelor's Degree in Theology, Religious Education, Special Education, Deaf Education or related area and knowledge of American Sign Language are required. Assist in coordinating religious education units. Provide religious education and sacramental preparation to teens and young adults in the religious education program of the Deaf Apostolate. Job Code: JB-DAC
Office for Divine Worship	Assistant Director	Master's Degree in liturgical studies and/or liturgical music and an understanding of authentic liturgical practice and musical resources required. Excellent communication and organizational skills are imperative. Strong technology skills, including <i>Indesign, Finale, and Vertical Response</i> are necessary. Must be able to work evenings and weekends. Must be a practicing Roman Catholic in good standing and an active member of a parish. Assist with the development and promotion of the sacramental Initiation for Adults and Children with guidelines, resources, and practice; assist in the development and execution of liturgical formation programs for priests and deacons and all liturgical ministries; assist with the development and execution of liturgical music workshops; and the publication of liturgical booklets and worship aids. Manage the publication and dissemination of newsletters and pertinent information for the Office of Divine Worship and the Office for Liturgical Music. Assist with the liturgical musical needs for the celebration of Archdiocesan liturgical celebrations. Job Code: JB-ADW
AUXILIARY BISHOP SENIOR		

Office for Property Management	Director of Real Estate Services	Juris Doctor or LLB degree and experience in real estate property, real estate finance, business and corporate affairs and procedures, property tax and transactional matters are required. Consider, review, document and process contemplated or proposed purchases or sales of properties. Coordinate and monitor due diligence activities with outside counsel, real estate professionals, engineering, appraisal and environmental consultants. Research, coordinate, and assist with planning, zoning, use issues and water easement issues. Consult on and review various kinds of leasing, rental, and financing transactions. Facilitate and oversee parish compliance with Archdiocesan protocols and procedures for the acquisition, disposition, leasing, planning and use of real property. Job Code: ML-DRES
	Director of Property Services	Bachelor's Degree and license in Architecture or Engineering and minimum of ten years' experience in design and construction and facility management work are required. Establish and revise procedures and norms for all Archdiocesan construction projects. Conduct education-oriented presentations concerning procedures and norms for Archdiocesan construction projects. Assist parishes and other entities and architects regarding compliance with Archdiocesan project approval processes, including the development of design and construction documents. Assist parishes/entities requiring new or renovated facilities. Assist with the selection of building contractors and provide oversight of project budgets and administration of projects during construction. Job Code: ML-DPS
AUXILIARY BISHOP THOMAS ST. CHARLES BORROMEIO SEMINARY		
St. Charles Borromeo Seminary	Ministry to Black Catholics Program Coordinator <i>Part-time</i>	Bachelor's Degree in Marketing, Business or related field is required. Serve as liaison for all Graduate School of Theology students receiving grants from the Martin de Porres Foundation. Coordinate the promotion of all educational opportunities for Black Catholics at the Seminary. Serve on the Advisory Committee. Oversee events. Job Code: JB-SCPC
PARISHES AND AGENCIES WITHIN THE ARCHDIOCESE		
St. Athanasius-Immaculate Conception School 7105 Limekiln Pike Philadelphia, PA 19138 Fax (215) 927-6615	Teacher (Pre-Kindergarten Program)	Bachelor's Degree in Early Childhood Education and be certified to teach pre-kindergarten. Previous teaching experience preferred. Develop curriculum and implement lesson plan for children in pre-kindergarten program.
St. Ignatius of Antioch Church 999 Reading Avenue Yardley, PA 19067-1626 (f) 215-493-0450 Send resumes to: pbm@stignatiusyordley.org	HR Assistant/Payroll Specialist <i>Part-time</i>	High School diploma/GED and 3-5 years' Payroll and Human Resources experience are required. Experience with ADP PayExpert is helpful. Process bi-monthly payroll. Manage employee attendance and points systems. Assist with company employee benefits. Prepare New Hire and Benefit packages. Assist in government reporting. Assist with recruiting. Handle School Tuition Vendor. Manage the Safe Environment Program.

<p>Stella Maris</p> <p>2901 S. 10th Street Philadelphia, PA 19148</p> <p>(p) 215-435-2336 ext. 3</p>	<p>Music Minister</p>	<p>Must be proficient on organ, directing choir, and cantor training. Direct music and choir for three weekend masses, holy days, funerals, weddings, sacraments and other liturgical events. Conduct one weekly choir rehearsal.</p>
<p><i>DIOCESE OF RALEIGH</i></p>		
<p>Our Lady of Lourdes</p> <p>Raleigh, NC</p> <p>Send resumes, cover letter with salary requirements, and 300 word or less response describing what you are most proud of as a school leader to: principalsearch@olls.org</p>	<p>Principal</p>	<p>Master's Degree in Educational Leadership or related field is required. Must be a practicing Catholic in good standing and have a minimum of three years of teaching in Catholic Schools and a minimum of three years senior administrative leadership experience. Must be licensed as a principal by the North Carolina Department of Public Instruction or be eligible for a NC principal license. Catechist certification and experience with fundraising are also desired.</p>

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 February 15, 2012.
 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.
 4. Applicants are encouraged to discuss career opportunities with their immediate supervisors.
- EOE.