

**ARCHDIOCESAN OFFICE CENTER
VACANCY LIST
November 15, 2009**

DEPARTMENT	JOB CLASSIFICATION	MINIMUM QUALIFICATIONS
AUXILLARY BISHOP SENIOR		
SECRETARIAT FOR CATHOLIC HUMAN SERVICES		
Catholic Human Services Office ITS Division Montgomery County	Systems Engineer	Bachelor's Degree or at least 5 years equivalent experience and certifications are required. This position participates in rotating on-call procedure and requires some travel in Southeastern PA. Must have strong knowledge in Cisco Call Manager, Cisco Unity, Active directory, Exchange, DNS, system design, virtualization, storage area networks and project management. Experience with SQL Server, IIS, Linux, as well as system backup and recovery. Manage a staff that works with a multi-site multi-domain Active Directory network with heavy emphasis on Cisco IP Telephony and Unified Communications. Job Code: CHS-NOM
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. Experience in mental retardation and developmental disabilities preferred. 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
	Site Manager <i>Community Living Arrangement(CLA) Program</i> <i>(1 part time, third shift)</i>	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. Job Code: DPV-SM
	In-Home Support Staff <i>Pool, as needed</i>	High School Diploma/GED is required. Must have experience working with individuals with disabilities. Archdiocese driving approval required. Provide habilitative services to individuals with disabilities in their homes. Job Code: DPV-IHSS
	Direct Support Professional <i>CLA</i> <i>Part time, weekend And Pool/PRN</i>	High School Diploma/GED is required. Must have previous experience working with individuals with developmental disabilities. Must have PA driver's license and be able to obtain Archdiocesan driving clearance. Supervise and assist individuals living at CLA. Job Code: DPV-DSP
Don Guanella Village 1799 S. Sproul Road Springfield, PA 19064 Phone (610) 543-3380	Direct Care Professional <i>Cardinal Krol Center</i>	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

Fax (610) 543-4657	PT, weekends	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. Job Code: DGV-DCP
St. Gabriel's Hall Audubon	Youth Care Workers (Full Time & 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, 3rd 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
	RN/LPN's (on call or PT)	RN or LPN license with five years experience and ability to work independently required. Provide nursing services. Job Code: SGH-RN
	Culinary Arts Instructor	High School Diploma/GED required. Trade/Technical School degree preferred. Five years experience in Culinary Arts instruction/training preferred. Provide instruction in field of Culinary Arts. Job Code: SGH-CAI
St. Gabriel's Hall – Administrative Office Philadelphia	Psychiatrist	Conduct dispositional planning/placement evaluations of delinquent youth. Job Code: SGH-PSY
Villa St. Joseph Darby	Clinical Services Director <i>FT, temporary position</i>	Current RN license in PA is required. BSN and three to five years supervisory experience is preferred. Plan, develop, organize, implement, evaluate, and direct Nursing Department and its programs/activities for priests. Job Code: VSJ-CSD
	LPN/RN <i>Pool</i>	Current PA licensure and registration is required as well as one to three years nursing experience. Provide nursing services. Job Code: VSJ-LPN
St. Edmond's Home for Children Rosemont	Food Service Assistant	High School diploma/GED is required. prepare food for children, set up and clear the dining room. Wash dishes, pots, pans, etc. Assist with inventory and menus. Job Code: EDM-FSA
St. Mary Manor Lansdale	C.N.A. <i>All shifts</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: SMM-CAN
St. John Vianney Center Downingtown	Psychologist	Doctoral Degree in Psychology or related field along with valid license to practice Psychology in PA is required. Must have 2 years clinical experience in psychotherapy, prior experience with clergy and religious preferred. Serve as primary therapist for a number of established patients and provide a full range of clinical and psychological services, including: diagnostic assessments, individual/group therapy, consultation, education, leadership, and case management. Job Code: SJVC-PSY
	Mental Health Workers <i>Pool, All Shifts</i>	Bachelor's Degree in psychology or related field is required. Previous experience in mental health also required. Must have valid driver's license.

	7-3 and 3-11	Facilitate social skill development, recreational, reflective, educational and other program groups. Provide one-to-one support for residents while accompanying them out in the community. Implement activities groups and participate in activities program. 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 is required. Medical/surgical experience preferred. Provide nursing services in retirement care environment. Job Code: SJVC-RN
	LPN <i>11-7, every other weekend</i>	LPN License and one year experience in psychiatric nursing is required. Provide nursing care to assigned residents. Job Code: SJVC-LPN
	Research and Marketing Assistant	High School Diploma/GED is required, some college courses preferred. Must have 2 years office management experience in a health/research related field. Must have strong secretarial and computer skills. Communicate with referral sources in the church, administrators, patients, and staff. Maintain large amounts of data. Job Code: SJVC-MRA
St. Monica Manor Philadelphia	RN/LPN (pool)	Current PA nursing license is required. Provide nursing services for residents in long-term care facility. Job Code: SMON-RNL
	Maintenance Tech	High School Diploma/GED required. Must have experience in routine maintenance and repair. Maintain care and use of supplies and equipment. Job code: SMM-MT
St. Francis Country House Darby	LPN/RN <i>Pool</i> <i>FT, Night Shift</i>	LPN or RN license is required. Medical/surgical experience preferred. Must have at least 3 months experience in long term care and knowledge of long term care regulations. Knowledge and experience with Millennium Pharmacy preferred. Provide nursing services for residents of skilled nursing facility. Job Code: SFCH-POOL
	C.N.A. <i>FT, Day shift and FT Night Shift</i> <i>PT, 8 days a pay, Day shift</i> <i>Pool Shift</i>	Must have minimum of 3 months Long Term Care Experience. Current PA Certification Required. Current PA Certification is required. Must have minimum of 3 months long term care experience. Provide nursing assistant services for residents. Job Code: SFCH-CNA
	Dietary Aide <i>2 FT</i>	High School Diploma/GED is required. Previous experience in dining services preferred. Various work hours, including nights and weekends. 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: SFCH-DA
	Feeding Assistant Occasional Time (5p-7p) weekly	High School Diploma/GED is required. Responsible to assist with the service of meals and nourishment for residents. Distribute bibs, water, and meal trays. Transport residents to/from dining room.
Villa St. Martha	Pool Nurses	RN/LPN is required. Provide nursing services

Downingtown	<i>(all shifts)</i>	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
Immaculate Mary Home Northeast Philadelphia	C.N.A. (3pm-11pm)	High School Diploma/GED along with a minimum of one year experience is required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: IMH-CNA
	Recreational Therapist	Bachelor's Degree in Therapeutic Recreation CTRS or eligible preferred. Experience working with long term skilled nursing care preferred. Provide treatment services and recreation activities for residents. Job Code: IMH-RT
	Assistant Administrator	Bachelor's Degree in Business Administration or Health Administration is required. Must have strong knowledge of Catholic teachings and values. Plan, develop, organize, implement and direct facility, programs and activities in accordance with current federal, state and local standards. Job Code: IMH-AA
St Mary Manor Lansdale	RN/LPN (Pool)	Current PA nursing license is required. Previous long term care experience preferred. Provide nursing services for residents in long-term care facility. Job Code: SMM-RN
Saint John Neumann Nursing Home Northeast Philadelphia	CNA <i>FT</i> <i>PT (7am-3pm / 3pm-11pm)</i> <i>Pool – all shifts</i>	High School Diploma/GED is required along with current CNA certification in PA. Must have at least one year nursing experience. Provide nursing assistant services for residents. Job Code: SJN-CNA
	RN/LPN Change Nurse <i>Part time (7am-3pm)</i> <i>Pool – all shifts</i>	Current RN/LPN license in PA with at least one year experience working in long term care. Administer medications and treatments. Supervise the daily activities of CNA's. Job Code: SJN-RN
	Laundry Aide <i>Occasional</i>	Perform the day to day activities of the Laundry Department such as collecting, sorting and weighing soiled laundry/linen. Folding, counting, stacking, handing and distributing clean laundry/linen. Perform light housekeeping duties as required. High School Diploma/ GED required. Perform the day to day activities of the Laundry Department such as collecting, sorting and weighing soiled laundry/linen. Folding, counting, stacking, handing and distributing clean laundry/linen. Perform light housekeeping duties as required. Job Code: SJN-LA
	Maintenance Worker	High school diploma/GED required. Training from a technical school in performance of general maintenance preferred. Repair and maintenance of machinery and medical equipment, schedules, operation manuals and manufacturer's specifications, inspections, electrical repair, painting, plumbing, using power tools and precision measuring and testing

		Instruments. Job Code: SJN-MW
CATHOLIC SOCIAL SERVICES		
St. Charles Senior Community Center Philadelphia	Janitor <i>Substitute</i>	High School Diploma/GED and prior janitorial experience required. Clean bathrooms, dining room, and kitchen floor; clean program areas, remove trash, and break down/set up for activities. Work as janitor when full time janitor is absent. Job Code: TF-SJAN
Adoption Services Philadelphia	Social Work Tech I	Bachelor's degree in Social Work or related field required. Interest and/or experience working in the Child Welfare System required. Knowledge of Catholic Values preferred. Provide direct services to infants, birth parents and adoptive families; provide options counseling to pregnant and parenting women and their families; provide detailed home studies for domestic and international adoptions; complete permanency work for children transitioning from foster care; document case activity using the Harmony Program; and help facilitate orientation meetings and family preparation classes for families. Job Code: JB-ASW
St. John's Hospice Philadelphia	Residential Aide <i>PT</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: TF-SJRA
	Weekend Kitchen Aide	High School Diploma/GED required. Must have previous food service experience. Social Services experience preferred. Prep and serve meals, clean and coordinate clean-up, and complete stock and inventory of food. Job Code: TF-SJKA
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: TF-MHWS
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: TF-MHWS
Montgomery County Family Service Center Norristown	Social Work Technician	BSW or related degree and valid driver's license and reliable means of transportation required. Some experience in Social Services helpful. Provide intake for brief services and case management. Provide comprehensive case management services for a varied voluntary client population. Conduct Bio-Psychosocial Assessments and develop goals with clients. Network with community agencies and make home visits. Maintain client records in compliance with all applicable standards. Job Code: JB-MSWT
Delaware County Family Service Center – Senior Drop-In Center Springfield	Case Aide	High School Diploma/GED is required. Must have strong interpersonal skills and desire to work with elderly population. Assist with

	<i>PT</i>	planning, organizing, implementing, and evaluating all socialization/education/recreation/meal programs. Schedule speakers and events. Create monthly newsletter. Assist with training, organizing, and supervising volunteers. Maintain attendance and participant records. Prepare community outreach notices. Job Code: JB-SDCA
AUXILIARY BISHOP THOMAS		
St. Charles Borromeo Seminary Wynnewood	Staff Nurse <i>Part-time</i>	Current RN license and three to five years experience. Must have valid PA driver's license. Must be able to work every other Saturday. Provide on-site routine nursing care and emergency intervention. Collaborate with Dean of Men concerning nursing care for seminarians. Job Code: JB-SCSN
AUXILIARY BISHOP McFADDEN		
SECRETARIAT FOR CATHOLIC EDUCATION		
Penn Newman Center Philadelphia	Coordinator of Development <i>Part-time</i>	Bachelor's Degree is required along with previous fund-raising experience. Must have strong understanding of Catholic Campus Ministry. Responsible for planning, implementing, coordinating and evaluating fundraising activities. Job Code: JW-NCPC
PARISHES WITHIN THE ARCHDIOCESE		
Holy Saviour Parish 108 E. Ridge Road Linwood, PA 19061 Phone: 610-485-2520 Fax: 610-485-7727 Pastor: Reverend John J. Sibel	Director/Coordinator of Religious Education <i>Part time</i>	High School Diploma/GED is required; Master/Bachelor Degree preferred. Coordinate Parish Religious Education Program (Grades 1-6). Coordinate sacramental preparation (1st Penance, 1st Communion, Confirmation). Catechist Recruitment and Formation RCIA
Resurrection of Our Lord Church 200 Shelmire Avenue Philadelphia, PA 19152 Email: revjhowarth@ressurectphila.org	Director of Music Ministry	High School Diploma/GED is required. Must have experience accompanying on a pipe organ using a variety of styles from Classical to Contemporary. Plan and accompany weekend, school, and CCD liturgies, train/schedule cantors, direct SATB choir, Children's Choir, three hand bell choirs; and prepare for special liturgies.
St. Bede the Venerable 1071 Holland Road Holland, PA 18966 Fax: 215-396-0704	Assistant Receptionist/Coordinator of Parish Communications	Bachelor's Degree is required. Must have strong oral and written communication skills. Web editing experience is preferred. Must be proficient in Microsoft Office, specifically Microsoft Publisher and Word. Facilitate technological communication with parishioners via web-site, email, parish bulletin, etc. Maintain parish registration records and update as needed in electronic data base. Serve as assistant receptionist. Schedule and publish St Bede Parish Calendar on web site.

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 November 30, 2009.
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.