

**ARCHDIOCESAN OFFICE CENTER  
VACANCY LIST  
March 15, 2010**

DEPARTMENT	JOB CLASSIFICATION	MINIMUM QUALIFICATIONS
<b><i>AUXILIARY BISHOP SENIOR</i></b>		
<b><i>SECRETARIAT FOR CATHOLIC HUMAN SERVICES</i></b>		
<b>Divine Providence Village</b> 686 Old Marple Road Springfield, PA 19064  (p) 610-328-7730 (f) 610-544-1710	RN-LPN  (Pool/PRN – as needed)	RN or LPN certification in PA is required. Experience in mental retardation and developmental disabilities is preferred. Provide nursing services to MR/DD adult female residents of facility. Job Code: DPV-RNLPN
	In-Home Support Staff  (Pool, as needed)	High School diploma/GED is required. Must have experience working with individuals with disabilities. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Provide habilitative services in ICF, CLA, and family homes. Job Code: DPV-IHSS
	Direct Support Professional  CLA - 12 pt, 2 FT (Weekends & Pool/PRN as needed)	High School Diploma/GED is required. Must have previous experience working with individuals with developmental disabilities. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Provide habilitative services in ICF, CLA, and family homes. Job Code: DPV-DSP
<b>Don Guanella Village</b> 1799 S. Sproul Road Springfield, PA 19064  (p) 610-543-3380 (f) 610-543-4657	Direct Care Professional  Cardinal Krol Center (PT, Weekends)	High School Diploma/GED is 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 a valid PA driver's license and five years clean driving record. Job Code: DGV-DCP
	Coordinator of Quality Assurance	Master's Degree is required along with at least three years experience in quality assurance. Must have knowledge of long term managed care for disabled population. Must have at least 5 years of ICF/MR setting and knowledge 4300, 6400, 6500, and 3800 regulations. Ensure quality of services to consumers in the Developmental Programs Division through the direction of a comprehensive quality assurance program for the division. Provide training in Quality Assurance procedures, including physical safety, and implement person-centered, outcome-based measures for all DPD programs throughout the division. Job Code: DGV-CQA
	Workshop Trainer	High School Diploma/GED is required along with at least one year experience working with developmental disability population. Must be able to lift/transfer individuals. Must be able to lift/carry heavy materials. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Train individuals in specific skills needed for their jobs collating and packaging materials; maintain daily production records and progress notes on IWPP goals; supervise clients, and implement behavior management program. Job Code: DGV-WT

	Residential Supervisor (floater) 1st shift	Bachelor's Degree along with at least one year experience working with Mental Retardation population in residential setting OR Associate's Degree with at least 4 years experience working with Mental Retardation population OR High School Diploma/GED with at least 4 years experience working with Mental Retardation population and 2 years supervisory experience. 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-RSF
<b>St. Gabriel's Hall</b> Audubon	Youth Care Workers (FT and 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 (PT, Temporary, 3rd Shift)	High School Diploma/GED and 4 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 (on call or PT)	RN or LPN license along with 5 years experience and ability to work independently required. Provide nursing services to residents. Job Code: SGH-RN
	Clinical Therapist	Master's Degree is required, MSW preferred. Provide individual and family therapy, as well as case management services to adjudicated male juveniles. Job Code: SGH-CT
	Summer Recreation Workers/Lifeguard  June 4 – August 21 12:00 pm – 5:00 pm	High School Diploma/GED is required. Two years college experience preferred. Must be American Red Cross certified. Plan and implement recreational activities. Maintain safety rules of sport. Job Code: SGH-SRW
<b>St. Gabriel's Hall – Administrative Office</b> Philadelphia	Psychiatrist	Conduct dispositional planning/placement evaluations of delinquent youth. Job Code: SGH-PSY
<b>St. Gabriel's System – Brother Rousseau Academy</b> Philadelphia	Youth Care Worker	High School Diploma/GED is required. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Must be available to work rotating shifts. Professional experience working with youth preferred. Monitor, support, transport and guide adolescents with behavior issues. Job Code: SGS-YCW
<b>De La Salle Vocational</b> Bensalem	Culinary Arts Instructor	High School Diploma/GED is required. Traded/Technical School degree and ServeSave certification is preferred. Five to seven years experience in Culinary Arts instruction/training preferred. Job Code: DLS-CAI

	Assistant Principal	Master's Degree required. PA Principal's Certificate preferred. Must have at least 5 years teaching experience on Secondary level; at least 2 years experience in school administration. Willingness to work within Catholic LaSallian tradition. Must be familiar with Microsoft Office Suite (Word/Excel). Experience with Access and Rediker Data Base preferred. Develop master roster for students, generate and maintain academic records, supervise teachers in collaboration with Director of Education, oversee the accuracy, maintenance and storage of client education records in conjunction with the Executive Secretary, collaborate with Director of Education in developing /planning yearly calendar and summer program. Job Code: DLS-AP
<b>De La Salle In Towne</b>	Career Technical Instructor	Technical Associates Degree or equivalent experience is required. Must be a Microsoft Certified Trainer. Prepare students to earn the Microsoft-approved certification. Provide students with job skills and success in acquiring industry standard certifications. Job Code: DLIT-CTI
<b>St Edmond's Home for Children</b> Rosemont	Residential Program Coordinator	Bachelor's Degree in Human Services or related field along with at least 3 years supervisory experience is required. Knowledge of ICF/MR regulations preferred. Oversee Residential Program and direct the daily routine of the department, supervise residential staff, serve as liaison between Nursing and Residential Depts; and facilitate flow of information/procedures/changes within the Residential Dept. Job Code: SES:RPD
<b>Villa St. Joseph</b> Darby	C.N.A.  Pool FT, (2pm-10pm)	Current C.N.A. certificate in PA along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: VSJ-CNA
	LPN/RN  Pool PT, (2pm-10pm)	Current PA licensure and registration is required as well as 1 to 3 years nursing experience. Provide nursing services. Job Code: VSJ-LPN
<b>St. Mary Manor</b> Lansdale	C.N.A. Pool	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
	Dietary Aide  Part time	High School Diploma/GED is required. Previous dietary experience preferred. Perform kitchen and dietary duties in a senior living community. Job Code: SMM-DA
	LPN  Every other weekend, 6:30am-6:30 pm –Sat and Sun	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
	Activities Aide  Part time	High School Diploma/GED is required. Previous experience as activities aide preferred. Oversee and participate in activities with seniors in retirement care environment. Job Code: SMM-AA
	RN Supervisor	Current RN License in state of PA along with at least three years experience in a long-term or hospital care setting. Must have previous supervisory experience. Job Code: SMM-RNS

	Nursing Secretary  Part time	High School Diploma/GED is required. Must be proficient in Microsoft Word and Excel. Previous secretarial or clerical experience preferred. Provide administrative support to nursing department in Healthcare and Personal Care. Job Code: SMM-NS
<b>St. John Vianney Center</b> Downingtown	Mental Health Workers  Pool, All Shifts 7-3 and 3-11	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  Pool Positions	LPN or RN license and 1 to 3 months of previous long term care experience required. Medical surgical experience preferred. Provide nursing services in retirement care environment. Job Code: SJVC-RN
	LPN  11-7, every other weekend	LPN license and one year experience in psychiatric nursing is required. Provide nursing care to residents. Job Code: SJVC-LPN
	RN  7am-3:30pm (48 hrs per pay) Every Thursday and Every Weekend	LPN license and one year experience in psychiatric nursing is required. Provide nursing care to residents. Job Code: SJVC-RN
	Director of Clinical Services	Ph.D or PsyD in Clinical or Counseling Psychology from an APA approved graduate program along with at least one year APA accredited internship or equivalent. License to practice in state of PA is also required. Must have a minimum of 5 years clinical practice, of which at least 3 years having been in an institutional setting using a mental health team approach. Minimum of two years of administrative/supervisory experience is also required. Provide administrative and clinical supervision for programs of the center. Job Code: SJVC-DCS
<b>St. Monica Manor</b> Philadelphia	RN/LPN  (pool)	Current PA nursing license is required. Provide nursing services for residents in long-term care facility. Job Code: SMON-RNL
<b>St. Francis Country House</b> Darby	LPN or RN  Full time, day shift Part-time, day shift	LPN or RN license in PA is required. Provide nursing services in retirement care environment. Job Code: SFCH-LPN
	Registered Care Coordinator RN or LPN  2 positions FT, day shift	Must have 5 years management/supervisory experience in a hospital or long term care facility. Experience with dementia population preferred. Coordinate resident care 24 hours a day on the assigned unit(s) to ensure appropriate utilization of services relative to the levels of care. Serve as unit manager for dementia unit. Job Code: SFCH-RCC
	Recreation Aide  Temporary, day shift	High School Diploma/GED along with experience in recreation therapy or related field is required. Must have a minimum of three years experience in a hospital, skilled nursing care facility or medical facility. Job Code: SFCH-RA

	Dining Room Assistant Temporary, 4:30 pm-6:30 pm	High School Diploma/GED is required. Assist with serving meals and clean-up in dining room. Job Code: SFCH-DRA
	Receptionist Occasional time (mostly weekends)	High School Diploma/GED along with previous receptionist experience is required. Answer phones, transfer calls, greet visitors, handle inquiries, route/distribute mail, other duties as assigned. Job Code: SFCH-RCPT
	Security Guard Occasional	High School Diploma/GED along with previous security experience is required. Complete incident reports. Direct traffic under normal and emergency conditions. Bring medical equipment to floors upon request. Monitor all delivery personnel, outside contractors, and visitors. Coordinate with local authorities when there are disturbances. Inspect all badges and identification. Maintain security log and make routine rounds of facility. Job Code: SFCH-SG
	C.N.A. (7 positions) 3- Full time, Evening 3-Part time, Day 1-Ftll time, Day	CNA Certification in PA is required along with at least one year experience in long term care facility. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SFCH-CNA
<b>Villa St. Martha</b> Downingtown	RN/LPN Pool positions	RN/LPN is required. Provide nursing services to residents of facility. One weekend per month is required. Job Code: VSM-PN
<b>St. Martha Manor</b> Downingtown	RN/LPN <i>(Pool Positions)</i>	Current PA license is required. Provide nursing services to residents of facility. Job Code: SMM-RN
<b>Immaculate Mary Home</b> 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 population preferred. Provide treatment services and recreation activities for residents. Job Code: IMH-RT
	Pastoral Care Associate <i>PT</i>	Bachelor's Degree in Theology, Religious Studies or Spirituality is required as well as a minimum of 2 units of CPE. Must have previous experience in Pastoral Care. Must have good interpersonal, communication, and organizational skills. Assess residents' spiritual needs, providing spiritual counseling and emotional support to residents, staff, and families. Job Code: SJN-PCA
	Recreational Therapy Aide	High School Diploma/GED along with previous related experience is required. Must be able to lift in excess of 50lbs and push/pull/move residents, equipment and supplies. Requires working every other weekend and occasional holidays. Assist in providing recreational and social programming for residents. Job Code: IMH-RTA
	Medical Records Clerk	High School Diploma/GED is required. Maintain medical records in accordance with established policies and procedures. Job Code: SJV-MRC

<b>Saint John Neumann Nursing Home</b> 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. Providing nursing assistant services for residents of a skilled nursing facility. Job Code: SJN-CNA
	RN/LPN Change Nurse  <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
	Dietary Aide	High School Diploma/GED is required. Provide assistance in all dietary functions in accordance with established dietary policies and procedures. Job Code: SJN-DA
<b>SECRETARIAT FOR TEMPORAL SERVICES</b>		
<b>Educational Financial Services</b> Philadelphia	Tuition Officer	High School Diploma/GED is required along with a valid driver's license. Must have experience handling cash/accounts payable and be familiar with Word/Word Perfect and Excel. Collect and reconcile student tuition fees and related issues. Position will be located in Delaware County. Job Code: TF-TO
<b>CATHOLIC SOCIAL SERVICES</b>		
<b>St. Charles Senior Community Center</b> 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
	Secretary/Data Clerk	High School Diploma/GED is required. Must have strong basic computer skills and be proficient in Microsoft Office Suite and Excel. Previous office and administrative assistant experience preferred. Experience providing social services to elderly population preferred. Data input, prepare reports, maintain records, serve as receptionist for building, direct visitors, and assist with center activities. Job Code: TF-DSEC
<b>Norris Square Senior Community Center</b> Philadelphia	Kitchen Aide	High School Diploma/GED is required along with at least three years kitchen experience working with raw food and preparing large quantities of breakfast and lunch meals. Experience preparing Latino food is preferred. Must be Bilingual English/Spanish. Safe Food handling certification preferred. Assist in preparing and cooking breakfast and lunch for 80-120 people per weekday; assist kitchen manager with deliveries/storage/inventories; maintain high standards of food safety and sanitation; open center when janitor is absent. Job Code: TF-NSKA
<b>St. John's Hospice</b> 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
<b>Women of Hope (Vine)</b> 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

	Secretary <i>(part time)</i>	High School Diploma/GED is required. Must have a valid PA driver's license. Must have strong knowledge of Microsoft Word, Publisher, and Excel. Create and produce newsletter. Assist Program Director with banking and finances. Secure licenses and assist with car maintenance. Make drop offs/pick ups to CSS, bank, and other sites. General secretarial duties. Job Code: TF-WVSC
<b>Women of Hope (Lombard)</b> 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
<b>Nutritional Development Services</b> Philadelphia	Administrative Assistant	High School Diploma/GED is required. Associate's Degree preferred. Must have at least 3 years experience working in a high demand/high volume office environment. Must be able to lift 30 lb. boxes. Must have knowledge of regulations and requisite guidelines for school and summer programs. Provide support services to the School Meals and Seamless Summer Options Programs. Job Code: JB-SNDS
<b>Bucks County Family Service Center</b> Levittown	Therapist <i>Part time</i>	Master's in Social Work or related field is required. Licensure is preferred. Must have at least 2 years post-Master's experience. Conduct individual couple and family therapy. Complete bio-psychosocial assessments. Screen propriety of treatments. Maintain paperwork in accordance to agency standards. Job Code: JB-DCSC
<b>AUXILIARY BISHOP MAGINNIS</b> <i>SECRETARIAT FOR EVANGELIZATION</i>		
<b>Catholic Institute for Evangelization</b> Philadelphia	Assistant Director	Master's Degree in Theology along with pastoral experience and experience in formation programs is required. Must be bilingual English/Spanish and have ability to work some nights and weekends. Coordinate/implement certification of catechists in Hispanic Ministry; support DREs in Hispanic Ministry; organize annual meetings, maintain/organize/update information and resources of catechists and catechetical materials. Organize and implement formation workshops for RCIA leaders. Job Code: JB-ADCIE
<b>AUXILIARY BISHOP THOMAS</b>		
<b>St. Charles Borromeo Seminary</b> 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
<b>PARISHES WITHIN THE ARCHDIOCESE</b>		

<p><b>St Martin of Tours</b></p> <p>1 Riverstone Circle New Hope, PA 18938</p> <p>Please send resumes to Fr. Fred Kindon at: <a href="mailto:frkindon@stmartinoftours.org">frkindon@stmartinoftours.org</a></p>	<p>Secretary</p>	<p>High School Diploma/GED is required. Must have strong knowledge of Microsoft Office Suite. Perform secretarial duties for Pastor, receive calls, record keeping, scheduling events, data entry, process mail, and prepare/edit bulletins.</p>
<p><b>Cathedral Basilica of SS Peter and Paul</b></p> <p>18<sup>th</sup> St. and Benjamin Franklin Parkway Send resume to: <a href="mailto:tfassnac@adphila.org">tfassnac@adphila.org</a> Or fax to Tim F at 215-587-3572</p>	<p>Secretary</p>	<p>High School Diploma/GED is required. Must have strong administrative skills including knowledge of Microsoft Office Suite and Parish Data Systems (PDS). Bilingual English/Spanish is a plus. Must be detail oriented and have sharp oral and written skills along with good computer skills. Responsible for daily operations of the parish office, prepare the weekly bulletin, answer phone calls and inquiries, receive visitors and keep appointments.</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 March 31, 2010.
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.