



## **JOB DESCRIPTION**

**DEPARTMENT:** Faith Formation

**POSITION TITLE:** Special Needs Ministry Coordinator

**REPORTS TO:** Director of Faith Formation

**POSITION DETAIL:** Part-Time, Non-Exempt

### **POSITION SUMMARY:**

This position coordinates the parish's efforts in being a welcoming parish for persons with special needs and facilitates their needs being met by the parish. This includes faith formation and involvement in the life of the parish.

### **EXPECTATIONS OF EMPLOYEE:**

- Adheres to all Saint Francis of Assisi's policies, procedures, and core values
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Communicates openly and regularly with supervisor, team members, parents, and volunteers
- Consistently reports to work on time prepared to perform duties of position
- Manages time well and meets organization productivity standards

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support Faith Formation Staff and Catechists in meeting the diverse needs of persons with disabilities
- Attend Wednesday evening YFF and as needed Sunday YFF, High School FF or any other event services or consultation may be needed
- Procure, create, maintain and provide supplemental materials to support the programs that Special Needs Ministry serves and encourage liturgical participation of those with Special Needs
- Develop, implement and review lesson plans for participants with special needs in faith formation programs, including meeting with parents, setting goals, and monitoring progress as needed
- Provide strong collaboration, consultation and communication to parents, catechists, staff and, and volunteers
- Create, implement and facilitate parish outreach to support persons with special needs
- Assist in the planning and implementing of catechist in-service offerings
- Consistently participate in professional enrichment, including any Virtus continuing education
- Organize and maintain confidential files, maintain a budget, and accurately document fundraising

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Oversee the marketing and advertising of the program and events, including use of social media
- Look for other ways the parish can support persons with special needs and their families
- Other responsibilities and duties as assigned

### **QUALIFICATIONS:**

- BA/BS degree in special education or related field required
- At least one year of experience in special education or related field preferred
- Successful experience serving students with challenging behavior
- Upon employment must complete Virtus training

- CPI certification or willingness to obtain CPI certification
- Must be a practicing Catholic in good standing

**WORKING CONDITIONS:**

- Normal office environment with little exposure to excessive noise, dust and temperature
- Ability to lift 25-50 pounds in a typical business or office environment
- Ability to be mobile and agile for extended periods of time

**LANGUAGE SKILLS:**

- Excellent written, and verbal communications skills required
- Ability to read, analyze, and interpret information
- Highly proficient in spoken and written English

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.**

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_