

## JOB DESCRIPTION

**Resurrection Catholic Church  
7600 Soquel Drive  
Aptos, CA 95003**

<b>Job Title: Senior Resource Coordinator</b>	<b>Reports To: Pastor</b>	<b>Location: Aptos, California</b>
<b>Department: Parish Office</b>	<b>Work Hours: 8 hours per week (T, W, Th, Special Events) Salary Range: \$28.00-\$32.00 per hour</b>	<b>Job Status: Non-Exempt, Part-Time</b>

### **Primary Functions:**

The Senior Resource Coordinator provides information, referrals and support to our senior parish members and their families. The Senior Resource Coordinator will also train qualified persons to work in this ministry. The Senior Resource Coordinator works in collaboration with other parish office personnel, under the guidelines of the Diocese of Monterey, Parish Personnel Guidelines and the Best Practices for Safe Operations Handbook.

### **Essential Duties and Responsibilities:**

The Senior Resource Coordinator's primary responsibilities are categorized as follows:

Spirit & Community of Resurrection: This position will take the time to get to know the spirit and community culture of the parish, support community activities, and worship.

Conduct Needs Assessment: This position will gather information, through surveys, observation and trial & error, to find out what senior members of the parish require and will prioritize these needs. The Senior Resource Coordinator will listen to the concerns of seniors and will problem solve with the assistance of other staff members as needed.

Training of Volunteers: The Senior Resource Coordinator will recruit qualified parish volunteers to work with seniors. Volunteers will be instructed in diocesan requirements for specific assignments.

Home Visitation: The Senior Resource Coordinator may keep well-documented notes regarding home visits.

Resource Person: The Senior Resource Coordinator will be a resource person to seniors and their families to find appropriate services in the community. (Resources may include those provided by the Many Hands program that is

managed and kept up to date by the Senior Resource Coordinator. Resources may include transportation (medical appointments, church services, grocery shopping), minor home repairs (changing light bulbs, batteries), or providing non-medical care respite visits for family members of house bound parishioners).

Collaboration with Parish Groups: This position works in collaboration with other parish ministries and groups.

Presentations to the Parish: This position will conduct occasional presentations to the entire parish on resources available to seniors and their families.

Parish Communication: The Senior Resource Coordinator will use available resources to communicate with senior parishioners. Resources include the bulletin, email, and the Senior bulletin board. Topics might include upcoming events, seasonal greetings, quotations, meditations, or any information that is useful to seniors.

### **Job Requirements:**

**Education:** Certificate, Bachelor's or Master's Degree, or pertinent life experience in age-related field (i.e. Gerontology, social work, health science). Applicants should be knowledgeable about the Roman Catholic Church and the organizations and groups within this Church.

**Experience:** a minimum of two years of experience working with older adults. Experience working in a religious and/or non-profit organization, is highly preferred.

**Skills and Abilities:** excellent people and communication skills (both verbal and written), and organizational skills, are mandatory in this position. Incumbent must be detail-oriented and be able to prioritize and do multiple tasks. Basic computer skills are expected, which include proficiency in (or willingness to gain proficiency in): Microsoft Word, Excel, Publisher, & Outlook. The ability to maneuver within the internet is a plus. Incumbents must also be collaborative and be able to effectively delegate to volunteers. Bilingual (English/Spanish) skills, experience in Crisis Intervention, are a plus. Confidentiality skills in this position are mandatory.

**Work Interfaces:** parish staff, parish members, the public, parish vendors and suppliers, parish visitors, other employees and members of the Roman Catholic Church, including Diocese of Monterey personnel.

**Travel:** required for a variety of reasons, which include visiting parish members in their home, meetings, trainings and other reasons related to the duties of this position.

**Other:** Catholic applicants are preferred. The Senior Resource Coordinator will maintain a restriction-free driving record and valid driver's license, own a vehicle in good working order, and have California state insurance coverage.