JOB DESCRIPTION
Diocesan Coordinator, Disability Ministry

Role Specifics (in compliance with Department of Labor FLSA policies):

- Position: Disability Ministry Diocesan Coordinator
- Status: Part-Time – 60-80 hours per month, 12 months per year
- Supervisor: Director, Evangelization & Catechesis
- Faith: The Coordinator of Disability Ministry is a practicing Catholic in good standing with the Church.

Primary Job Function:

- The Coordinator of Disability Ministry proclaims the Gospel primarily through implementing the dioceses' pastoral plan for Disability Ministry that provides services for people with disabilities in order to ensure their full and meaningful participation in the faith community. The Coordinator of Disability Ministry assists the bishop in advocating a comprehensive vision that works collaboratively with other Diocesan Offices and Agencies. Rather than focusing on running programs and providing direct services, the Coordinator of Disability Ministry assists diocesan offices and parishes by advocating a disability perspective into all areas of the diocesan faith community and facilitates collaboration.

Position Responsibilities:

1. Manages regular operations of the Disability Ministry program and advocates for children and adults with disabilities across the diocese by:
   - Building relationships and representing the disability ministry across the diocese and with regional and national efforts.
   - Developing programs that create and support an awareness of persons with disabilities for the clergy and laity.
   - Identifying and addressing the needs of persons with disabilities and their families throughout the diocese.
   - Promoting acceptance and attitudes of inclusion across the diocese, which includes informing diocesan staff and leadership of best practices and developments in disability ministry.
   - Inviting and facilitating the Disability Task Force, in collaboration with the Disability Task Force chairperson, to advise in areas related to the ministry and pastoral care of persons with disabilities.
   - Participating in the process for creation and financial development of the annual Disability Ministry budget.

2. Ensures access for those with special needs to appropriate formation, sacramental preparation, liturgy, and other events around the diocese and at the parish-level by:
   - Fostering the involvement of persons with disabilities in the life of the parish and across the diocese.

- Providing continuing support to parishes and programs/ministries of the diocese to ensure that the needs of persons with disabilities and their caregivers-are met.
- Developing and presenting educational and awareness programs to parishes, schools, and other groups serving those with disabilities across the diocese.

Essential Relationships:

- Diocesan Director of Evangelization & Catechesis (immediate supervisor)
- Bishop
- Diocesan Staff
- Presbyteral Council
- Parish Leadership
- Diocesan Offices

Minimum Education and Experience:

- Bachelor Degree in Education, Pastoral Ministry or Social Work, preferably with an emphasis in Disability (Special Needs)
- Significant knowledge of and experience working with persons with disabilities and families who have a person with a disability
- Minimum 2+ years in parish or diocesan ministry, or educational setting

Position Specific Requirements:

- Skills, Knowledge, and Abilities
    - Pastoral Planning
    - Basic Theology
    - Best Pastoral Practices with Persons with Disabilities
    - Program Development
    - Evangelization Education and Training
    - Competent in presentations, facilitating meetings and writing

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This position works evenings and weekend as needed and travels regularly throughout the Diocese of Des Moines.