



ARCHDIOCESE OF DENVER

# Job Openings

Week of July 25, 2010

<b>Job Title:</b>	<b>Outreach Coordinator</b>	<b>Dept :Immigration</b>
Description	Develop and maintain outreach for immigration services to faith-based communities and immigrant advocate agencies in Denver, Western Slope, and Northern Colorado. Assist with grant reporting, database and file management system.	Hours: 24 hrs/wk 8:30 – 5:00, M-W-F
Skills and Requirements	<b>Bilingual in Spanish with written and verbal fluency REQUIRED.</b> Intermediate level skills in Word, Access and excel required. Strong typing skills. Strong interpersonal and written communication skills. Knowledge of the service population's cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population. Private transportation required. Must have valid Colorado driver's license and proof of insurance. BA/BS plus 6 mos. to one year related experience or equivalent combination of education and experience.	
<b>Job Title:</b>	<b>Immigration Counselor</b>	<b>Dept :Immigration</b>
Description	Advises and assists in the preparation and filing of immigration and naturalization related applications and petitions. Maintains client case files in accordance with case file management system. Maintains knowledge of current immigration practice and procedures through training programs and seminars, immigration periodicals and website reviews and case reviews with managing attorney. Acquires partial and full accreditation before the Board of Immigration Appeals. Provides legal representation to clients before the Immigration Service, Immigration Court and Board of Immigration Appeals, including but not limited to, attending or going to the INS office and court to file exhibits/pleadings, and to attend interviews and hearings. Develops and maintains program fee and document lists.	Hours: Full time M – F, 8:30 – 5:00
Skills and Requirements	<b>Bilingual in Spanish with written and verbal fluency REQUIRED.</b> Intermediate level skills in Word and Excel required. Typing skills of at least 40 wpm. Strong organizational skills, written and oral communication skills. Attention to detail / technical nature of job. Knowledge of the service population's cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population. Private transportation required. Must have valid Colorado driver's license and proof of insurance. BA/BS plus 6 mos. to one year related experience or equivalent combination of education and experience.	
<b>Job Title:</b>	<b>Administrative Assistant to the CEO</b>	<b>Dept: Admin</b>
Description	Provides administrative support to the CEO including drafting correspondence, maintaining files, meeting notes and preparing reports.	Hours: Full time M – F, 8:00 – 5:00
Skills and Requirements	Bachelor's degree (BA/BS) from an accredited four-year college or university Two to four years related experience and or training supporting executive management; or equivalent combination of education and experience. Bilingual English/Spanish preferred.	

Job Title	Building Monitor	Housing
Description	<p>The On Call Resident Monitor is part of the Housing Management Services division of Archdiocesan Housing, Inc. The Monitor will receive a stipend to be on-call <b>nights and weekends</b>. The On Call Resident Monitor is responsible for securing the building, calling the appropriate person for emergencies and being available during on-call hours.</p>	<p>Hours: On Call</p> <p>Hours actually worked varies and is approximately 5 hrs per wk</p>
Skills and Requirements	<p>Ability to use common sense and decision-making skills to assess situations and determine the correct course of action.</p> <p>Knowledge of or willingness to learn fair housing regulations preferred.</p> <p>Ability to communicate clearly orally and in writing.</p> <p>Knowledge of the service population's cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population.</p> <p><b>Must respond to after hours calls.</b></p>	<p><b>Must have reliable transportation.</b></p>

Job Title:	Regional Manager	Housing
Description	<p>Responsible for employment of qualified and competent personnel, assuring compliance with all local, state and federal laws. Assure appropriate training and orientation of new personnel in accordance with stated goals and objectives of AHCI.</p> <p>Coordinate general administration and operations of AHCI properties assigned to provide safe and sanitary housing, relevant social and recreation programs, positive management/resident relations and maintain a financially sound and viable operation. Perform and document on-site inspections as needed.</p> <p>Assure that resident selection, leasing and waiting lists are in compliance with all laws. Assure that the policies are correct for each program as set by HUD</p> <p>Work with site management to assure development and implementation of preventative maintenance programs as needed.</p> <p>Assure realistic and consistent efforts toward resident involvement, positive resident relations, response to expressed resident needs and development of social, educational, religious and recreational programs. Address resident relations in conjunction with on-site manager, when necessary.</p> <p>Formulate and analyze data for management reviews, rent increases and requests for use of funds from reserve for replacements and residual receipts.</p> <p>Review policy and procedures and update as needed.</p>	<p>Hours: 35 / wk 8:30 – 4:30 Salaried position</p>
Skills and Requirements	<p><b>Must have LIHTC / Section 8 knowledge.</b> Excellent supervision and motivational skills. Excellent work ethic. Excellent family housing/property management skills.</p> <p>Education and experience equivalent to a Bachelor's degree in a related field and three years of related work experience with at least one year of supervisory experience in a housing environment.</p> <p>Certification as a Certified Property Manager (CPM) preferred and may be required within twelve months of employment.</p> <p>Licensed ability to drive a vehicle and satisfactory driving record.</p>	

<b>Job Title:</b>	<b>Janitor / Groundskeeper</b>	<b>Housing</b>
Description	The Janitor position is part of the Housing Management Services division of Archdiocesan Housing, Inc. The Janitor is responsible for cleaning and maintaining the building and grounds.	Hours: Full Time Work split between two properties
Skills and Requirements	Knowledge of landscaping methods and ability to use common sense in problem solving issues needing to be addressed. Ability to read and understand labels on equipment and knowledge of basic landscaping tools and equipment to include the safe operation of mowers, trimmers, hand tools, etc. Ability to communicate clearly. Detail oriented, organized and punctual. Time management skills. Sufficient education and experience to perform the essential functions listed.	

<b>Job Title:</b>	<b>Shelter Staff Member – The Mission</b>	<b>Fort Collins</b>
Description	Working under the direction of the Shelter Manager, supervises the operation of the emergency overnight shelter during the shelter’s extended day hours 6 am to 2:30 pm. <ul style="list-style-type: none"> <li>• Conducts sign-in, completes necessary records and reports.</li> <li>• When appropriate, supervises the preparation and clean-up of meals, chores assigned to clients, and the upkeep and maintenance of the facility.</li> <li>• Enforces shelter rules uniformly and consistently.</li> <li>• Acts in a responsible manner within the shelter rules to ensure the safety of persons and property at the shelter.</li> <li>• Responds to needs and crisis situations.</li> <li>• Strives to make volunteers and guests feel welcome.</li> <li>• Responsible for distributing supplies and inventory of supplies.</li> <li>• Conducts in-take and orientation of new clients.</li> <li>• Provides appropriate information and referrals.</li> </ul>	Hours: 40 hrs / wk 6 am – 2:30 pm
Skills and Requirements	<b>Human Service Experience and Bilingual English / Spanish skills REQUIRED</b> Computer skills - Word and Excel, Good Crisis Management skills, Detail oriented, Must be able to handle a flexible schedule	

<b>Job Title:</b>	<b>On Call Resident Coordinator - 2 openings / 3 shifts</b>	<b>Samaritan House</b>
Description	Responsible for working the front desk and plays a key role in resources to the residents. We have a resident coordinator on site 24 hrs/day. Essential Duties and Responsibilities 1) Ability to work in a high volume and often time fast paced environment. 2) Applicant must have knowledge of basic database entry. 3) Must follow procedures and guidelines set forth in the Samaritan House operating guidelines manual. 4) Must be able to work as a part of a team and to provide support where and when as needed. <b>Important Notes: Supports the staff approximately one time per week when other employees are out on vacation or sick.</b>	Hours: On Call approximately one shift per week  One position 10:00pm - 6:30 am  One position 6am-2:30pm or 2:00 pm -10:30 pm
Skills and Requirements	Must be able to read simple documents and convey information. <b>Bilingual Spanish / English preferred</b> High school diploma or general education degree (GED); and one year of related experience and/or training; or equivalent combination of education and experience.	

Job Title:	Social Case Worker – Mental Health	Samaritan House
Description	Samaritan House Homeless Shelter, a division of Catholic Charities is seeking a Licensed Social Worker/Mental Health to work with people experiencing homelessness and chronic mental illness. If you are looking for exciting career assisting people experiencing a wide variety of challenges to live independently in the community this is the job for you. Must be knowledgeable in the areas of mental health diagnosis, psych medications and mental health treatment and be able to work within different treatment modalities to help clients overcome their barriers to community living is a must.	
Skills and Requirements	Must be Licensed Social Worker with a <b>Masters Degree in Social Work</b> , Psychology, Sociology, Rehab Psychology or closely related human service field from an accredited college and <b>5 years Social Case Worker experience</b> , including experience working with clients with significant and persistent mental illness. Experience working with homelessness, domestic violence, and/or TBI preferred. <b>Bilingual in Spanish a plus.</b>	Hours: Full time

Job Title:	Security Officer	Samaritan House
Description	Responsible for maintaining the personal safety of the residents, and staff. Implements policy and procedure to all residents as well as enforces zero tolerance rules and group living guidelines when needed. Establishes and maintains a professional working relationship with residents and outside referral sources. ESSENTIAL DUTIES AND RESPONSIBILITIES: 1) Reports to work on time wearing appropriate uniform and badge. 2) Orientates self on daily activities inside the facility by reading specific details noted in the log book. 3) Conducts internal and external rounds through out the facility. 4) Participates in scheduled locker searches. 5) Completes random UAs and BAs when needed, at time of admission, and or for suspicion purposes.	Hours: M-F 6:30am – 3:00 pm
Skills and Requirements	<b>A Safety and Security background in a residential facility is required.</b> Security officer must possess the ability to communicate and interact positively with others in a time of need. Also security is required to enter simple data in the business computer system. Excellent problem solving skills are required, as well as being able to function independently. Security officer needs to maintain self sufficiency, with minimal supervision. <b>Bilingual English / Spanish a plus</b> High school diploma or general education degree (GED); or one to three months related experience and/ or training; or equivalent combination of education and experience. First Aid and CPR required. Post certification preferred.	

Job Title:	Early Head Start Teacher	Dept: Child Care
Skills:	Assists with the planning, organizing, implementing, and delivering of a developmentally appropriate program based on the individual and group educational, social, and emotional potential of the children participating in their classroom. Assists in managing the classroom environment, provides input and observation concerning program participants, and interacts with parents and other resource staff to provide a supportive environment for children and families.	Hours: Full Time Weekdays 9-6

Skills and Requirements One to three years related experience and /or training; or equivalent combination of education and experience.  
**Minimum: Group Leader Qualified by the Colorado Child Care Licensing Department REQUIRED.** Associates Degree, CDA or equivalent is preferred.

Job Title:	Full time fill-in Teacher	Dept: Child Care
Description	Steps in and assumes the role and responsibilities of the education staff when they are absent from the classroom or need coverage to support them in fulfilling their job responsibilities. Works with infants – 6 yr olds. Completes routine/daily duties corresponding with the job description of the absent staff member. Is assigned to a home base center and works as an integral part of that team, attending staff meetings and center functions. Flexible and willing and able to work with all ages – infant to 6 years. Participates in required training. Maintains confidentiality.	Hours: 40 hrs per week M-F
Skills and Requirements	CDA or AA or equivalent from an accredited college or technical school. Six months to one year related experience and/or training, or equivalent combination of education and experience. <b>Minimum Group Leader Qualified by the Colorado Child Care Licensing Department.</b>	

Job Title:	Teacher for school age classroom - Part time	Dept: Child Care
Description	Assists with the planning, organizing, implementing, and delivering of a developmentally appropriate program based on the individual and group educational, social, and emotional potential of the children participating in their classroom. Assists in managing the classroom environment, provides input and observation concerning program participants, and interacts with parents and other resource staff to provide a supportive environment for children and families.	Hours: 2-6 p.m. Mon-Fri
Skills and Requirements	One to three years related experience and /or training; or equivalent combination of education (associates degree) and experience. Must comply with all Colorado State Licensing. <b>Group Leader Qualified.</b>	

Job Title:	Mental Health Specialist	Dept: Child Care
Description	Mental Health Specialist will provide supplemental mental health services in fulfillment of 45CFR 1304.24 for children and their families enrolled in Catholic Charities Early Head Start. Provide regular scheduled on-site mental health consultation at Early Head Start sites, home-based, and pre-natal programs. Promote timely and effective identification of and intervention in family and staff concerns about mental health. Provide group and individual staff and parent education. Promote positive techniques of guidance for young children.	Hours: 40 hrs / wk, M-F
Skills and Requirements	<b>LCSW with Infant/Toddler Specialization Licensure</b> and 1-3 years experience. Must be knowledgeable of all Head Start Program Performance Standards.	

Job Title:	Teacher - PACE Program	Dept: Youth
Description	We need a teacher to coordinate and facilitate one of the PACE (Promoting Academics & Character Education) classroom sites for adolescent youth (grades 6-8). This person teaches class, designs curricula, attends relevant meetings/trainings, maintains appropriate records, provides wrap-around services when needed, and assists with reporting requirements. This person will also support other program areas of Youth & Community Services.	Hours: Full Time

- Skills and Requirements
- Excellent written and oral communication skills, bilingual preferred.
  - Good knowledge of issues relating to youth, education and community resources.
  - Experience working with youth.
  - Ability to work well with diverse populations.
  - Excellent computer skills.
  - Flexible and able to work evenings and weekends as needed.
  - Must have automobile, valid Colorado driver license and current automobile insurance.
  - Knowledge of the service population’s cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population.
  - Ability to interact effectively as a team member and independently with Agency staff and with a diverse client base.

**EDUCATION and/or EXPERIENCE**

Bachelors Degree in a related field, Education, Social Work, Counseling and Psychology preferred.

<b>Job Title:</b>	<b>Program Coordinators – Youth ( 2 locations Noel and Pace)</b>	<b>Dept: Youth</b>
<b>Description</b>	Catholic Charities is looking for two full-time Program Coordinators to work at the Noel & Pace Beacon Neighborhood Centers, school based neighborhood centers located within a Denver Public School, offering out of school time programming, parent engagement, partner coordination and wrap-around services. Out of School Time programming includes classes in 5 core areas: Academics, Arts & Culture, Leadership, Technology and Recreation. The Program Coordinator will be charged with starting up the Neighborhood Center, as a part of a team.	
<b>Skills and Requirements</b>	Bachelor's degree (BA/BS) from accredited four-year college or university. Two to four years related experience and/or training; or equivalent combination of education and experience. Education and/or experience in relevant fields (youth services, education, social work, counseling, child and family advocacy, community organizing, nonprofit management, etc.) working with urban youth. Proficient data management skills essential (Microsoft Word, Excel, PowerPoint, Access, etc.) Excellent communication skills, both oral and written. Requires valid driver’s license, access to a motor vehicle, clear driving record and proof of insurance. Ability to interact effectively as a team member and Supervisor, and independently with Agency staff and with a diverse client base.	

Hours: Full Time

\*All positions are 40 hours per week unless otherwise noted\*

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Email: [hr@ccdenver.org](mailto:hr@ccdenver.org)

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303-742-4431 fax

Or

4045 Pecos St. Denver, CO 80211

**Mission:** As the charitable arm of the Archdiocese of Denver and inspired by God's love and compassion, Catholic Charities extends the healing ministry of Jesus Christ to the poor and those in need.

**Vision:** Catholic Charities of the Archdiocese of Denver will continue to anticipate and stimulate support for our services, provide those services effectively and faithfully, and through our charitable ministry seek to influence the political, social and cultural environments in which we serve.