



CATHOLIC DIOCESE OF SALT LAKE CITY
May 10-16, 2021

Chancery Office

● **National Collections (See Collection schedule attached 2021 and 2022)**

The Schedule for the 2021 National Collections follows:

Please write Date, Collection and code on check

- | | |
|---|---------------|
| — June 27: Holy Father (Peter's Pence) | CODE: 20-2202 |
| — July 18: Pastoral Solidarity for Church in Africa | CODE: 20-2210 |
| — August 1: Religious Retirement | CODE: 20-2215 |
| — August 22: *Mt. Calvary Catholic Cemetery (Diocesan)
<i>For parishes in the Greater Salt Lake area Only (see listing attached)</i> | CODE: 20-2220 |
| — September 12: *Priests' Retirement (Diocesan) | CODE: 20-2209 |
| — October 24: Mission Sunday (Propagation of the Faith) | CODE: 20-2206 |
| — November 21: Campaign for Human Development | CODE: 20-2207 |
| — December 5: †Catholic Community Services (Diocesan) | CODE: 20-2214 |

PLEASE REMIT COLLECTION MONIES WITHIN 14 DAYS OF COLLECTION

*Envelopes for Good Friday, Mt. Calvary and Priests' Retirement collections will be mailed from the Chancery Office. Envelopes for all other collections will be mailed to the parish from the National office. -

†The Catholic Community Services collection is coordinated by their office. Please call them for information regarding materials, envelopes, etc. Monies can be sent to CCS directly, or to the Chancery Office. For information, call (801) 328.8641 ext. 364.

Hispanic Ministry Office

For information about meetings and events, call the Office of Hispanic Ministry, (801) 328.8641 ext. 361 or ext. 332.

Finance Office

Job Opportunity

● **Full time Analyst, Parish & Mission Finances**

This full-time position is responsible to assist the Diocesan Finance Officer in the overall operations of the Finance Office as well as provide oversight for Parish/Mission financial operations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation.

Responsibilities:

ParishSOFT Support

- Support Accounting program.
- Review parishes including attending meetings, preparing schedules and compiling audit reports.
- Assist the Diocesan Finance Officer with ongoing revision and implementation of the review program.
- Consult with pastors and administrators to ensure rendering of efficient review services.
- Respond to questions and concerns of parish staffs.
- Train parish staffs to implement procedural changes in the review process.
- Year-end review and follow-up with parishes regarding parish financial statements.
- Determination of parish ordinary income for calculation of parish assessments.

General Accounting

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General and the supervisor.
- Enter daily cash receipts.
- Process bank deposits and online deposits.
- Files insurance, banking, entries, vendors, W-9's, 1099's, and other accounting documentation.
- Perform other duties and responsibilities as assigned by the Chief Financial Officer.

Required Education and Skills:

- Understand and support the mission and purpose of the Diocese.
- Willingness to abide by the Code of Conduct (Appendix B of the Pastoral Directives).
- Minimum of 4 to 5 year experience in accounting.
- Computer literate with Excel, Word, Office 365.
- Able to communicate clearly and effectively with parish/school administration.
- Must be detail oriented and provide accurate and timely reports.
- Able to manage several projects and activities at the same time.
- Maintain confidentiality.
- Works as a team member as well as independently.
- Experience in ParishSOFT Accounting preferred.

Please send resumes to Dolores L. Lopez, Director of Human Resources, via e-mail: dolores.lopez@dioslc.org ; Fax: (801) 328.9680; or call: (801) 328.8642, Ext. 333.

Office of Worship

Job Opportunity

● Part-Time Secretary

Summary: The Secretary provides general secretarial assistance to the Director of the Office of Worship.

Responsibilities:

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
- Arrange, attend and take minutes at Commission and committee meetings and prepare and send correspondence.
- Maintain records and files.
- Prepare and send mailings to parishes and others as requested.
- Assist with special liturgical events such as Rite of Election, Adult Confirmation and Ordinations.
- Prepare worship aids and handle licensing reports.
- Assist directors with classes, presentations and workshops.
- Answer phone calls, perform office scheduling, maintain office equipment and purchase supplies as needed.
- Pay bills and maintain office accounts.
- Review and update ParishSoft data.
- Help parish staff with problems or questions as needed.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- Bi-Lingual (English/Spanish) preferred.
- Committed to the Catholic Church with sufficient knowledge of the Church's teaching background and sacramental practice.
- Excellent written, organizational and interpersonal skills.
- Flexibility to accommodate changes in work schedule.
- Excellent computer skills.
- High school education or equivalency required with additional training/education preferred together with two years general secretarial experience.
- A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*).

Please send resumes to Dolores L. Lopez, Director of Human Resources, via e-mail: dolores.lopez@dioslc.org ; Fax: (801) 328.9680; or call: (801) 328.8642, Ext. 333.

Office of Safe Environment

The Office of Safe Environment is committed to the protection of children, youth, and vulnerable adults. All employees and volunteers wishing to work with minors or vulnerable adults must be safe environment certified. For information, please review the Diocese Safe Environment website at: <https://www.dioslc.org/offices/office-of-safe-environment>. Involvement and communication are important factors in helping to ensure safe environments for all of our children. Please contact the Office of Safe Environment at safeenv@dioslc.org with questions.

Catholic Foundation of Utah

• For Parish/ School bulletins

Please include the following in parish/school bulletins:

Please prayerfully consider (please name parish/school here) in your will and estate planning.

Thank you and May God bless you.

Or

Please prayerfully consider a percentage ____% or amount \$____ in your will and estate planning for (please name parish/school)

Thank you and May God bless you.

Faith Gratitude Love

With God's grace, the Foundation is here to help and be in partnership with you.

For information, contact The Catholic Foundation of Utah, Jennifer L. Carroll, Executive Director, (801) 456.9306.

Intermountain Catholic

Job Opportunity

• Ad Sales Representative

The Advertising Sales Representative manages the office and activity of advertising resources for the Intermountain Catholic Newspaper, the official newspaper of the Diocese of Salt Lake City, serving as a member of the Diocesan Pastoral Center Staff and responsive to expectations as delineated by the policy manual, the Bishop or Vicar General.

Responsibilities

- Manages advertising concerns of the newspaper from sales to placement in the paper.
- Assists in billing and scheduling of advertising in the Intermountain Catholic.

Required Education and Skills

- Understanding of Catholic ethics, traditions, procedure and organizational structures.
- Commitment to the mission of the Catholic Church and the policies of the Diocese.
- Excellent written, organization and interpersonal skills, including oral communication skills.
- Confidential dealing with sensitive issues.
- Knowledge required for human resources position, regulations and agency rules.
- Necessary computer skills and knowledge of standard office software programs.
- Occasional evening meetings and willingness to travel within the Diocese.
- Ability to resolve problems and analyze reports.
- A bachelor's degree, or master's degree or a minimum of five years advertising experience desired. Educational background and experience negotiable.
- A practicing Catholic who shows commitment to a parish and a willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*)

Please send resume to Dolores L. Lopez, Director of Human Resources, Diocese of Salt Lake City, 27 C Street, Salt Lake City, UT 84103-2302. E-mail: dolores.lopez@dioslc.org. Fax: (801) 328-9680.

● **Year of St. Joseph**

If your parish or Catholic organization is having an activity related to the Year of St. Joseph, such as a novena, please let the Intermountain Catholic know, we will be doing an article about these efforts in the diocese. Contact Marie Mischel, marie@icatholic.org or (801) 328.8641 ext. 340

Office of Marriage, Family and Pro Life

● **Marriage Preparation**

Information about Catholic Engaged Encounter retreats and NFP Intro Session requirements can be found on the Marriage & Family Life Office Marriage Preparation page. <https://www.dioslc.org/offices/office-of-marriage-and/marriage-preparation>

● **Marriage & Family Support & Resources**

● **Retrouvaille**

This program helps couples through difficult times in their marriages. It is a weekend retreat program led by lay ministers to serve the needs of couples whose marriages are experiencing difficulty.

For confidential information about or to register for the program- Call 801-450-4965 or email: 4007@retrouvaille.org or visit the web site at www.HelpOurMarriage.com.

● **Marriage Encounter**

Weekend Retreat being held May 15-16th

For more information, please contact Nathan and Maria at 801-942-1060 - you can leave a voicemail -, or Bill and Mary Ann Vena at 909-821-5783 or by visiting their website at: [Utah Worldwide Marriage Encounter](http://UtahWorldwideMarriageEncounter)

*A voluntary donation will be asked for to cover the costs the end of the weekend.

● **Year of Amoris Laetitia Family 2021-2022**

The 2nd of 10 videos was released on April 28th along with the pastoral guide.

<http://www.laityfamilylife.va/content/laityfamilylife/en/news/amorislaetitia/la-famiglia-alla-luce-de-lla-parola-di-dio--il-secondo-video.html>

Learn More here:

<http://www.laityfamilylife.va/content/laityfamilylife/en/amoris-laetitia.html>

<https://www.usccb.org/topics/marriage-and-family-life-ministries/year-amoris-laetitia-family>

● **USCCB - Marriage for a Reason & Made for Love Podcast**

Marriage: Unique for a Reason offers resources to assist with the education and catechesis of Catholics on why marriage is unique and why it should be promoted and protected as the union of one man and one woman. Each of the videos in this initiative, with its companion written material, is intended to be used by a priest, deacon, catechist, or teacher.

Stay up to date by signing up for the newsletter-

<https://www.marriageuniqueforareason.org/newsletter-sign-up/>

Made for Love is a Catholic podcast from the USCCB asking the important questions about the call to love.

<https://www.marriageuniqueforareason.org/madeforlove/>

May – Foster Care Awareness Month

Did you know that Migration and Refugee Services at USCCB collaborate with foster care programs around the nation to find homes for youth in need? Learn More

here- <https://www.usccb.org/committees/migration/open-your-home-refugee-youth-today>

More on Adoption & Foster Care - <https://www.foryourmarriage.org/adoption-and-foster-care/>

More Marriage & Family Resources can be found

here - <https://www.dioslc.org/offices/office-of-marriage-and/marriage-enrichment>

● Respect for Life:

● Pregnancy Choice Utah – Mobile Ultrasound Clinic Blessing by Bishop Solis

May 11th at 1pm at The Cathedral of the Madeleine

● Walking with Moms in Need

Learn more here - <https://www.dioslc.org/respect-for-life/walking-with-moms-in-need>

● Project Rachel in Utah

Our Project Rachel program is part of a nationwide effort to help women who are suffering from an abortion. If you have been hurt by an abortion, you may want to speak to your parish priest or deacon for spiritual healing. You are also welcome to call our Project Rachel therapist, Amy Davis, for mental health needs. Appointments can be made by calling 801-328-8641 and leaving a message for her.

More information can be found here

- <https://www.dioslc.org/respect-for-life/hope-and-healing-after>

Utah Coalition Against Pornography – 2021 Conference Recording

If you missed the conference "*Dealing with Pornography During and After a Pandemic. The Need for Empathy and Connection*", you can now watch/listen to the recording posted on the UCAP website. It was a very informative conference full of great presentations.

<https://utahcoalition.org/media/>

● May Parish Respect Life Action Guides

Mother's Day is a wonderful opportunity to highlight the beautiful vocation of motherhood and the gift of life. It calls us to cherish the gift of life that we receive from our mothers and to pray for all women to whom God has entrusted life in a very special way. As we pray in thanksgiving for the gift of all mothers, we also specifically remember mothers experiencing difficult pregnancies and pray they may find support and encouragement in choosing life for their children.

USCCB staff explain how to use the provided materials during the month of May.

Parish Webinar Recording

Action Guide (Intro, Simple Steps, Sample timeline, Announcements, Activity & Intercessions, Homily helps.)

Supplementary Resources

- [Rite for the Blessing of a Child in the Womb \(See the Annunciation action guide for implementation ideas.\)](#)
- [Litany of the Blessed Virgin Mary, Mother of Life](#)
- [Sample Activity: Promotional Graphic](#)
- [Sample Activity: Instructions for Families \(at-home modification\)](#)

● Visitation Novena – May 22nd - 30th

Invite parishioners to join a Respect Life novena May 22-30 in honor of the Feast of the Visitation of the Blessed Virgin Mary. Use [one of these graphics](#) and the following sample announcement: *Join A Novena for Life honoring the Feast of the Visitation. Sign up at respectlife.org/visitation!*

● USCCB- Nationwide Action Alerts - Voter Voice

<https://www.votervoicenet.org/USCCB/home>

● USCCB- No Taxpayer Abortion

Although they are asking us to write to our representatives to support the Hyde Amendment and related, Pro-Life policies, our delegation in Utah already supports these, so instead, you're encouraged to call or write to thank them for their stance on these issues.

<https://www.notaxpayerabortion.com/>

● USCCB - Truth about the Equality Act

<https://www.usccb.org/equality-act>

● Death Penalty

In the wake of a horrific execution spree by the previous administration, Catholics and people of goodwill are calling on President Joe Biden, a Catholic, to take concrete steps to end the federal death penalty. Join us in sending a message to the Biden administration to end the federal death penalty. <https://catholicmobilizing.org/biden-end-federal-dp>

More information related to Respect for Life can be found on the Diocesan Respect for Life page - <https://www.dioslc.org/respect-for-life>

Office of Life, Justice and Peace

● Vaccine event request form

The Utah Department of Health is offering mobile vaccine clinics anywhere in the state. If you are interested in bringing a mobile vaccine event to your parish or school, please fill out this form https://docs.google.com/forms/d/e/1FAIpQLSd8h_qdvQNXkHzzvKqeroGLWTBZUK3KQMLixF

[p1oODH5FX6rQ/viewform](#) to get on the schedule. Once your clinic is scheduled, the team will automatically schedule a return to your location for the second doses.

Office of Stewardship and Development

Job Opportunity:

● Full-time Operations Assistant

Summary:

The Operations Assistant provides project coordination, computer and operations assistance for the Office of Stewardship and Development as supervised by the Director.

Responsibilities:

- Coordination of solicitation mailing, thank-you letters and pledge reminders.
- Printing of in-house mailings.
- Desktop check process and data entry into fundraising database.
- Assist with census updates in database.
- Assist in the preparation of manuals for the annual Diocesan Development Drive and Stewardship.
- Maintain Office Procedure Manual.
- Assist with Stewardship and Development events.
- Attend to physical arrangements for room and/or facility reservations, meeting/event set-up and clean up, audiovisuals coordination, catering and entertainment.
- Track RSVP's and attendance to events.
- Assist with preparation of meeting and event materials.
- Maintain Inventory Database for Stewardship and Development Materials.
- Participate as an active member of the Stewardship and Development office in all other duties and events as assigned by the Director.

Please send resume to Dolores L. Lopez, Director of Human Resources, Diocese of Salt Lake City, 27 C Street, Salt Lake City, UT 84103-2302. E-mail: dolores.lopez@dioslc.org. Fax: (801) 328-9680.

Utah Catholic Schools

● The Pastors Promise Program

The Utah Catholic Schools office has sent out information and scholarship certificates to priests on The Pastors Promise Program. This is a new program, which offers a one-year introductory scholarship (60% off first year tuition) for Catholic families. If priests have a parishioner interested in having their children attend one of our 16 Utah Catholic Schools, we ask that our priests and their staff get these certificates out to interested families. Tours and registration for

the 2021-2022 school year is happening now at all of our schools. If you need more certificates or flyers, please email Carol Barman at carol.barman@dioslc.org.

Catholic Community Services

Job Opportunities:

Finance Assistant

Location: Catholic Community Services of Utah, 224 North 2200 West, Salt Lake City, Utah 84116 Status: Full-time, Non- Exempt with full benefits Hiring Range: \$16.00-\$18.00/ hr DOE

Catholic Community Services of Utah provides help and creates hope for thousands of people of all beliefs who are most in need in our community through Migration and Refugee Services and Basic Needs Programs.

CCS offers an outstanding benefits package including group health and dental insurance for employees working 30+ hours per week, life insurance, 401a and 403b retirement plans, and a generous PTO/holiday schedule.

Job Description:

This position is responsible for all aspects of payroll, recording deposits, ordering supplies, and month-end journal entries. This position also assists with other finance duties as assigned by the Finance Director.

Responsibilities include: 1. Maintain an open line of communication and coordination with the administrative director to ensure all required deadlines are met on time. 2. Awareness of unallowable expenses, which cannot be charged to a government contract. 3. Knowledge of the internal control structure regarding accounts payable, purchasing, cash receipts, etc. to ensure that all procedures are followed unless approved by the executive director. Weekly 4. Review cash receipt entries, as needed for proper coding, and record the deposit in Accufund.

Bi-Weekly 5. Enter employee payroll information from the maintenance file. 6. Perform payroll data entry, and maintain payroll files.

7. Prepare payroll liability check requests and reports. 8. Ensure all payroll information is to be kept confidential between the HR Director, the Finance Director, and the Contract Compliance Director. Monthly 9. Reconcile payroll liability accounts and the payroll cash account. 10. Prepare A/P month-end journal entry for copier expense, copy paper, vehicle mileage, and printing expense. 11. Prepare bus pass reconciliation and pick-up new bus passes. 12. Download and send financial reports to program directors. 13. Perform other duties as assigned.

Work Environment – inside/outside, office, warehouse, noise, temperature, etc. 1. This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands including bending, sitting, lifting and driving 1. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, carry 25 pounds, open filing cabinets and bend, reaching or standing as necessary.

Skills, knowledge and abilities: 1. Applicants must have a background in payroll, general ledger, accounts payable, and accounts receivable 2. Proficiency at Excel is required 3. Experience in payroll and computer accounting software 4. Ability to work accurately and quickly with a minimum of supervision 5. Proficient with Ten key by touch 6. Mental abilities include knowledge of grammar, spelling, understanding of verbal and written instructions, and time management 7. Strong organizational skills and ability to meet deadlines 8. Able to maintain pleasant and professional working relationships with staff 9. Ability to serve as a member of Catholic Community Services of Utah staff committed to fulfilling the mission of CCS serving clients and each other in an atmosphere of hospitality, which is characterized by cooperation and a positive, respectful relationship with each individual

Education, training and or experience: 1. Bachelor's degree in accounting or equivalent experience 2. Experience with nonprofit accounting software a plus; Accufund preferred 3. Payroll experience including using payroll software to prepare payroll; Paylocity preferred 4. Knowledge of accounting principles for not-for-profit corporations is a plus

Background Screen/BCI requirement 1. Must pass BCI/FBI background check.

Licenses, certifications and credentials 1. Current Utah driver's license, proof of auto insurance, a clean driving record, and ability to meet CCS vehicle safety and auto insurance requirements.

Position status and expected schedule 1. This is a full-time, non-exempt position. 2. The general schedule will consist of 40 hours working Monday through Friday during normal business hours from 8:30 am to 5:00 pm.

DISCLAIMER STATEMENT: This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. The employer reserves the right to change or assign other duties to this position.

CCS is an equal opportunity employer.

To apply: Please go to the company website: ccsutah.org and apply under the employment tab.

Position closes: Open until filled

Requisition #: 21.05.01

● **Sanitation Specialist**

Full-time, Non-exempt with full benefits Hiring Range: \$13.00- \$15.00/hr DOE

Job Description: The purpose of this position is to ensure ongoing sanitation and disinfection of the Weigand Homeless Resource Center, providing guests with a safe and clean environment. With the heightened awareness around sanitation and disinfection of the Weigand Center surrounding the COVID-19 virus outbreak, they will consistently disinfect the Weigand Center's common areas and attend to some janitorial duties as assigned.

Responsibilities include: Disinfect the common areas in the Weigand Center every hour; bathrooms, foyer, and high-touch surfaces and objects. Maintain cleanliness of common areas of the Weigand Center. Sweep and mop floors routinely. Must be able to properly and safely use cleaning chemicals per manufacturer's instructions. Perform other duties as assigned.

Work Environment – inside/outside, office, warehouse, noise, temperature, etc.

Clean up /human biohazard materials, vomit, excrement, soiled clothing, and blankets. Properly dispose of drug paraphernalia when found. Will be exposed to various cleaning chemicals. Ability to move around a large room each hour. Ability to work on feet for extended hours. Ability to lift and carry approximately 40 lbs. Salt walkways during winter months. Ability to reach with hands and arms; stoop, kneel, crouch, or crawl.

Ability to work cooperatively with others. Ability to maintain a positive attitude. Ability to follow instructions. Must be able to understand the proper use of cleaning chemicals and cleaning procedures to work in an efficient yet effective manner. Possess the personal qualities of integrity, compassion, and empathy, which encourage others' trust and confidence. Must use personal protective equipment. Must be flexible with varying job assignments and working conditions.

High School diploma or GED. 2. Essential, maintenance and janitorial skills and experience. Must pass a BCI/FBI background check.

Monday through Friday, 8:00 AM to 5:00 PM.

To apply, please go to the company website: ccsutah.org and apply under the employment tab.
Position closes: Open until filled
Requisition #: 21.04.07

● **Case Management Assistant**

Full-time, Non-exempt with full benefits Hiring Range: \$16.00-\$16.50/ hr DOE

Job Description: Assist Case Managers, Job Developers, Health Services, and other Refugee Resettlement staff, providing the core services for resettlement of new refugee clients. The assistant is in regular contact with the members of the staff of Refugee Resettlement, Immigration, Refugee Foster Care, and other CCS programs as needed.

Assist the Case Managers with pre-arrival and core services for the new refugee arrivals. Provide interpretation and assistance for the refugee client with Health Screening appointments, follow-up for health care, social services, and job placement services. Accountable for all documentation and recordkeeping for services provided. Assist the Job Developers in job search, job orientations, on-the-job-training, and troubleshooting. Assist the Cultural Orientation Coordinator with interpretation and transportation. Assist the Housing Coordinator with interpretation, transportation, and follow-ups. Attend regularly scheduled case management and staff meetings. Perform other duties as assigned.

This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Some local travel is required.

This is largely a sedentary role; however, it involves some filing. Ability to lift files, open filing cabinets, and bend or stand as necessary. This role includes driving locally to apartment complexes and meetings. Must be able to lift at least 50 lbs.

Skills, knowledge and abilities: Works well with others and independently in a safe, appropriate manner. Demonstrates both problem-solving and problem-prevention skills. Able to be sensitive to the needs of clients, client's families, visitors, co-workers, volunteers, and other persons with whom the employee may interact. Recognizes time as a valuable resource and responds promptly to client needs and coworkers. Consistently performs work assignments in a time-efficient manner. Adheres to deadlines. Proficiency in English oral and written communication. Must maintain confidentiality regarding clients. Proficiency in computer skills to maintain case files, complete documentation, scheduling and e-mail in GroupWise. Personal qualities of openness and respect for co-workers and clients, compassion, graciousness in helping clients to assess and to face their situations and to accept assistance

Bachelor's Degree from an accredited institution or equivalent experience. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Experience with multi-cultural and refugee community. Must pass BCI/FBI background check. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements.

Monday through Friday, 9:00 am to 5:00 pm, sometimes later than 5:00 pm when there is a night arrival.

To apply, please go to the company website: ccsutah.org and apply under the employment tab.
Position closes: Open until filled
Requisition #: 21.04.06

● Medical Interpreter-All Languages Needed

Hiring Range: \$19.00/hr. DOE

Work with clients providing interpretation, translation, and transportation services for medical appointments, employment assessment, health assessment and other meetings.

Responsibilities include: Provide professional interpretation in medical or non-medical settings. Provide transportation when needed to medical appointments. Notify client(s) of their appointment and keep all appointments. Keep accurate timesheets and be able to turn them in on time. Participate in mandatory monthly meetings and notify supervisor of any concern regarding services. Participate in Bridging the Gap training and other medical interpreter training activities. Perform other duties as assigned.

Must own a private vehicle. Must be physically present with client at the time of appointment. Fluent in reading, writing and speaking in English and language being interpreted. Ability to communicate effectively. Ability to work independently in a safe and appropriate manner with little supervision. Familiarity with some medical terminology and basic understanding of health care system. Demonstrated good judgment when dealing with others. Demonstrate human relations and effective written and oral communication skills. Adheres to deadlines and appointments. Must maintain confidentiality regarding clients' personal information. Skills of time management and prioritizing. Demonstrate ability to accurately translate written material from source to target language. Computer skills including MS Office, Outlook and internet.

Work requires the ability to sit and stand for long periods of time, to walk moderate distances and to drive clients to and from medical appointments.

High School diploma. Previous interpretation and translation experience preferred. Native-like proficiency in target language.

Must be able to pass a FBI/BCI background check. Current Utah Driver's license, proof of auto insurance, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety and insurance requirements.

To apply, please go the company website: ccsutah.org and apply under the employment tab.

Position closes: Open until filled

●Outreach Assistant Covid-19 Emergency Services

Temporary, Full-time, Non-exempt; estimated end date 9/30/21. \$17.00-19.00/hr DOE

Conduct outreach to youth who have aged out of refugee foster care and are eligible for services in response to a COVID-19 policy.

Major Position Responsibilities: Become an expert on the affiliated policies and eligibility requirements for extended and flexible services. Use social media and other strategies to perform outreach to youth, young adults, and other community providers to make them aware of expanded Chafee funding and available supports. Provide direct services to youth who have aged out of foster care by helping them temporarily re-enter the program, connecting to resources, navigating finances and post-secondary educational opportunities, etc. Document all activities. Participate in weekly Refugee Foster Care staff meetings and monthly Transition to Adult Living meetings. Demonstrate a commitment to quality improvement. Assist the Emancipated Youth Liaison as needed. Other duties may be assigned.

Work will be performed primarily inside an office, in the homes where young adults reside, educational facilities, and other community organizations. Work requires the ability to sit and stand for long periods, to walk moderate distances, and to drive. Driving is required for this position.

Work independently in safe, appropriate manner. Demonstrate both problem solving and problem prevention. Display sensitivity to the needs of clients, client's families, visitors, co-workers, volunteers, and other persons with whom the employee may interact. Recognize time as a valuable resource and respond promptly to needs of clients, and co-workers. Consistently perform work assignments in a time-efficient manner. Adhere to deadlines. Proficiency in English oral and written communication. Bilingual strongly preferred. Must maintain confidentiality regarding client information. Proficiency in computer skills to conduct research, complete documentation, and to schedule and e-mail using Microsoft 365.

Education, Training and/or Experience: Bachelor's degree in social work, education, or a related field from an accredited institution preferred. Strong communication and interpersonal skills. Experience with community outreach. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Experience with multi-cultural and refugee communities.

Must pass a national BCI/FBI background check. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements.

This position is full-time, non-exempt, and temporary with an estimated end date of September 30, 2021. The general schedule will consist of 40 hours to be worked between Monday and Friday between the hours of 8 AM and 9:30 PM.

To apply, please go to the company website: ccsutah.org, click on "About" and select "Careers" from the drop-down.

Position closes: Open until filled

Requisition #: 21.04.05

● **Part-time Independent Living Plus Mentor**

Part-time, non-exempt. Hiring Range: \$15.00-\$16.00/hr. DOE

Job Description:

The Independent Living Plus (ILP) program is designed to help youth in the Refugee Foster Care program prepare for Supervised Independent Living. Independent Living Plus Mentors provide supervision and support in the ILP home 24/7. Monday-Friday, the evening shift is from 3 pm-11 pm and the awake night shift is from 11 pm-7 am. Saturday and Sunday, there is a day shift from 7 am -3 pm in addition to the evening and awake night shifts.

Responsibilities include:

Monitor youth activities and model appropriate behaviors. Write detailed, objective shift notes on Extended Reach before the end of each shift including information regarding youth progress towards goals, physical and mental health, etc. Report incidents to house managers within 1 hour of the incident occurring and provide needed information so that the house manager can

submit the reports on time. Be aware of safety plans for the youth and ensure they are followed. Administer medications and track medications on a log. Keep medication log up to date. Facilitate weekly resident meetings and conflict resolution meetings with the youth as needed. Participate in ILP team meetings twice a month. Conduct quarterly fire drills and document on Extended Reach Other duties may be assigned. Depending on the day and time of the shift, these duties may include taking the youth grocery shopping, transporting youth to religious services, completing chore checks, etc.

Work will be performed primarily inside but will occur in the ILP home, places of employment, educational institutes, and other locations as needed in addition to being performed in an office.

Work requires the ability to sit and stand for long periods, to walk moderate distances, to drive, and occasionally to assist youth with physical activities such as carrying groceries or household supplies.

Works independently in a safe, appropriate manner. Demonstrates both problem solving and problem prevention. Displays sensitivity to the needs of clients, client's families, visitors, co-workers, volunteers, and other persons with whom the employee may interact. Recognizes time as a valuable resource and responds promptly to the needs of clients, and co-workers. Consistently performs work assignments in a time-efficient manner. Adheres to deadlines. Proficiency in English oral and written communication. Must maintain confidentiality regarding clients. Proficiency in computer skills to complete shift notes and incident reports, as well as scheduling and e-mail in Outlook. Ability to perform functions as itemized in nature and scope of the position

High School diploma or equivalent. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Experience with multi-cultural and refugee communities. Ability to demonstrate and model Life Skills. Experience advocating for young adults
Must pass BCI/FBI background check.

Current Utah driver's license, proof of auto insurance, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety and auto insurance requirements

The schedule will consist of 20-30 hours per week. Monday-Friday, there is an evening shift from 3 pm-11 pm and an awake night shift from 11 pm-7 am. On Saturdays and Sundays, there will be a day shift from 7 am -3 pm, as well as the evening and awake night shifts..

To apply, please go to the company website: ccsutah.org and apply under the employment tab.
Position closes: Open until filled

Requisition #: 20.12.05

● **Cook**

Full-time, non-exempt, with benefits Hiring Range: \$13.00-\$15.00/hr. DOE

Job Description: Assist in the preparation, serving and clean-up of meals at St. Vincent de Paul Dining Hall.

Responsibilities include: Assist Kitchen Manager and staff in preparing and planning of meals for SVDP and three homeless resource centers. Inform Kitchen Manager of incoming donations. Delegate tasks to volunteers and others to ensure food is ready on time. Assist Kitchen Manager and staff in keeping food commodities on a first in and first out system to rotate product. Exercise a “team effort” with both staff and volunteers. Greet volunteers and assign their service positions based upon their abilities. Ensure dish-room positions are filled and trained. Report any kitchen and equipment problems to the Kitchen Manager. Help maintain the cleanliness of general kitchen area and equipment. Store leftover food properly. Clean up serving area and dish room. Coordinate with dining room coordinators to close and secure dining room. Ensure that only designated staff is allowed in kitchen during meal preparation. Ensure all Health Department regulations are observed by staff and volunteers. Other duties as assigned.

Ability to work outside and inside, in cold and hot conditions. Uses caution when working near icy and slippery conditions. Uses ear protection and other necessary personal protective equipment (PPE) while operating equipment. Uses caution while working in kitchen near hot equipment and sharp objects.

Ability to safely lift and move objects up to 100 lbs. 3. Use personal protective equipment (PPE) as needed.

Experience in food preparation of large quantities of food. Experience in nutritional meal planning. Creativity and flexibility in food preparation. Ability to supervise large volunteer groups (10-30 people). Ability to delegate work assignments to others. Ability to get along with people, particularly with volunteers. Ability to approach problem situations with tact and sensitivity. Attend and contribute to staff meetings.

High School diploma or equivalent. Culinary school certificate and/or three years’ industrial food preparation experience.

Must pass a national BCI/FBI background check. Must be familiar with safe food handling procedures and maintain a current Salt Lake County food handler permit and ServeSafe certification.

Wednesday through Saturday, from 8:00 AM to 6:00 PM.

To apply, please go to the company website: ccsutah.org and apply under the employment tab. Position closes: Open until filled. Requisition #: 21.04.03

● **Volunteer Opportunities at CCS of Utah:**

St. Vincent de Paul Dining Hall Volunteer

St. Vincent de Paul Dining Hall recently began serving clients inside the facility again after pausing indoor service due to COVID-19 a year ago. We are beyond excited to once again be providing our clients with a hot, nutritious meal, as well as a place to enjoy it. With the reopening comes an increased need for volunteers.

With COVID-19 safety protocols in place, volunteers will assist in preparing meals for clients. This includes chopping and peeling vegetables, labeling meal containers for storage, organizing, and other kitchen-related duties. This is a great opportunity for both individuals and groups. For more information or to sign up to volunteer, contact Monica Rich by email at mrich@ccsutah.org or by phone at 801-428-1366.

Joyce Hansen Hall Food Bank Warehouse Volunteer

Those wishing to volunteer in the Ogden area are invited to join us in providing help and creating hope for those impacted by food insecurity.

Warehouse volunteers will assist in sorting donated food items, tracking inventory, and assembling boxes and bags of food for clients.

For more information or to sign up to volunteer, visit www.ccsutah.org/volunteer or contact Damian Aguilera by email at daguilera@ccsutah.org or by phone at 801-428-1296.

Please visit www.ccsutah.org/volunteer to view more ways to practice gospel values of love, compassion, and hope through service, support, and collaboration alongside Catholic Community Services of Utah.

● Catholic Community Services' Refugee Foster Care

Catholic Community Services' Refugee Foster Care program places unaccompanied refugee minors in loving, stable foster homes. Our capacity for placing youth currently exceeds available families.

With the anticipated growth of refugee admissions and an increased number of unaccompanied Central American youth seeking refuge in the United States, we desperately need more foster families willing to open their hearts and homes to give these youth a fresh start.

If you are interested in offering a refugee youth with a place to call home and a family to call their own, please contact Mary Totsch at mtotsch@ccsutah.org.

Around the Diocese

● Summer 2021 Opportunities at Juan Diego Catholic High school

***See attached Flyers (JD Sports Camps and Boys Camp)**

● Summer 2021 Opportunities at Judge Memorial Catholic High School

***See attached Flyers (Judge Sports Camps 2021 & Judge Summer Opps 2021)**

● Spend the Day at Juan Diego Catholic High School

Have a student heading to High School next year? Have them spend the day with us at Juan Diego Catholic High School! Our Shadow Day experiences are open to all those entering or currently in High School and are making high school plans for the 2021-2022 school year. Come

see what you have to look forward to as a Soaring Eagle! Contact, Kamee Jordan kameejordan@jdchs.org or call her at 801-984-7661.

***See attached Shadow Flyer**

● **Guardian Angel Daycare** now accepting applications for the 2021-2022 school year. Please visit our website, guardianangeldaycare.org for information or call 801-984-7135.

JOB OPENINGS AROUND THE DIOCESE

The Madeleine Choir School:

● **Middle School Math/Science Full time teacher**

MCS is seeking a Middle School Math/Science for the 2021-22 school year. Please email principal, Megan Randazzo, mrandazzo@utmcs.org.

● **Full time Preschool teacher**

MCS is seeking a Full-time Preschool Teacher for the 2021-22 school year. Please email principal, Megan Randazzo, mrandazzo@utmcs.org.

Year Round Daycare Lead for Mother Cabrini Daycare Kearns:

● **Daycare Lead for Toddler-3**

Mother Cabrini Daycare at St. Francis Xavier now hiring Lead Position for toddler-3 year old daycare.

Requirements: Preparation for early childhood learning. Support the mission and faith filled environment of Mother Cabrini Daycare at St. Francis Xavier School campus.

Ensure the environment is welcoming and safety compliant, order supplies, plan curriculum, activities, track enrollment, accept daycare payments.

Immediate opening, \$14 Hourly, 25-29 hours per week, with health insurance and 401a (pension) benefits. Send inquiry and resume to pmoreno@stfxcs.org

Open until filled

Nano Nagle Children's Center :

● **Part Time and Full Time positions**

Nano Nagle Children's Center is hiring! Looking for full and part time employees to work in all age groups: infants, 1s, 2, and 3s Experience preferred but not required.

Please call or email Jeramie Green at jgreen@gmail.com 801.272.9670

The Skaggs Catholic Center:

● **Assistant Principal**

Saint John the Baptist Elementary (Draper, Utah), a Catholic, Pre-Kindergarten – 5th Grade school is currently seeking candidates for Assistant Principal for the 2021-2022 School Year.

The Assistant Principal is called to support and assist the Principal in every way possible in the school, to assume leadership in the absence of the Principal or when delegated by him/her, and when asked, to fulfill additional duties. The Assistant Principal will work collaboratively with the Director of Curriculum & Faculty Development and Director of Student Support Services to support the school's faculty, staff and students.

Minimum Requirements: Active, practicing Catholic. Understanding of Catholic school philosophy. Commitment to modeling the values of Catholic educational leadership. Master's Degree in a field of Education (Administration preferred). Five years successful teaching and/or administration Leadership Characteristics. Collaborative leadership style with strong interpersonal and team-building skills. Experience in instructional leadership, curriculum development, teacher supervision and/or effective instruction. Strong oral/written communication and motivational skills. Intellectual, organizational and managerial skills. Creativity, initiative and optimism. Effective use of technology and knowledge/application of instructional technology. Ability to effectively represent Saint John the Baptist Elementary and the Church Application Process.

Please submit the following items to Nikki Ward, Principal at NikkiWard@sjbelementary.org by Wednesday, May 19, 2021: Cover Letter, Resume and Responses to the following:

Saint John the Baptist Elementary's mission is to educate the whole child through our Catholic faith. We are commissioned by the Church and delegated by parents to teach the children entrusted to our care. We provide a well-rounded program by addressing the spiritual, academic, social, psychological, aesthetic, and physical development of each person. Please outline how you would work to uphold the school's mission.

What virtues (respect, responsibility, patience, flexibility, truthfulness, etc.) would others use to describe you? How would those virtues assist you as Assistant Principal?

• Part Time Cafeteria Staff

We are looking to hire hard working fast paced individuals for part time positions Monday, Tuesday, Thursday, and Friday from 9:00am to 1:30 pm. Must be able to lift 50 pounds and stand for long periods of time with repetitive motion. Great job for a parent or anyone looking for part time employment!.

Contact our campus food service manager, Kristina Baker at 801.984.7628 or kristinabaker@skaggscatholiccenter.org

Guardian Angel Daycare

• Office Receptionist

Fulltime position for a receptionist 9am - 6pm available. A Catholic Child Development Center in Draper, Utah is searching for a qualified strong and pleasant receptionist. Must have strong communication skills, written and verbal, answering phone calls, organized, answering general questions, and positive thinking skills. It would be helpful for candidates to be knowledgeable in child development. Social Distancing guidelines in place for pick up procedure. Guardian Angel Daycare cares for children ages 6 weeks to 10 years old and is open from 7:00AM to 6:00PM. Full-time Benefits offered are Health Insurance, Dental Insurance, Vision Insurance, Prescription Benefits, 401K Contributions, Life Insurance and Tuition Discounts for schools located on the Skaggs Catholic Center. Salary Range:\$10,000 - \$30,000.

Responsibilities

Sincere love for children and interaction with parents. Each employee is required to follow our vision, which entails keeping the children's needs met at all times. Answering the phone when parents call, and coordinate with teachers for pick up. Verify that all children are picked up, and the building is secure, lights are out, all doors closed, and all staff has left for the day. Light cleaning duties throughout the day will be required. Computer and technical abilities are required. Must be able to lift 35 lbs.

Qualifications

Graduation from an accredited high school. Demonstrated organization and the ability to work in a fast-paced environment. Demonstrated reliability and the ability to work within a team. Demonstrated work ethic with 24+ months of experience. Must meet the pre-employment requirements of a safe environmental program, fingerprints, Background Check, Immunizations, Flu Shot, Food Handlers Card, CPR Card, First Aid Card are required. Must be able to work as part of a team and follow policy and procedure. Must be self-started, with the ability to work in an unsupervised, objective/assignment. Strong communication and time management skills are essential.. Contact information: 801.984.7135 Jodykearney@skaggsatholiccenter.org and Vanessamorales@skaggsatholiccenter.org