



CATHOLIC DIOCESE OF SALT LAKE CITY
April 19-25, 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

- | | |
|---|---------------|
| — April 25: Home Missions | CODE: 20-2231 |
| — May 16: Communications | CODE: 20-2205 |
| — 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) | CODE: 20-2220 |
| <i>For parishes in the Greater Salt Lake area Only (see listing attached)</i> | |
| — 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.

A Retrouvaille weekend will take place on April 22nd – 25th, 2021. Call or email to register.

● **Marriage Encounter**

For more information about the Marriage Encounter, please contact Nathan and Maria at 801.942.1060 - you can leave a voicemail -, or call Bill and Mary Ann Vena at 909.821.5783 or by visiting their website at: Utah Worldwide Marriage Encounter

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

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

On March 19, 2021, the Church celebrates the fifth anniversary of the publication of Pope Francis's apostolic exhortation *Amoris Laetitia*, on the beauty and joy of love in the family. On this same day, Pope Francis will launch the year "Amoris Laetitia Family," which will conclude on June 26, 2022, during the X Meeting of Families in Rome with the Holy Father.

Printable Brochure- [Amoris Laetitia Family](#) :

www.laityfamilylife.va/content/dam/laityfamilylife/amoris-laetitia/Brochure/Brochure%20A4_EN

Through a series of 10 videos, beginning with the chapters of the Apostolic Exhortation Amoris Laetitia, the Holy Father, with the help of several families, invites us to journey together to rediscover the family as a gift, despite every problem, obstacle and challenge that families have to face today. Each video is accompanied by a guide that can be used flexibly either by families or by various ecclesial groups (diocesan, parochial, community). Each guide is then subdivided into 4 parts. Each of these can be used for further reflection in the family or in a community, in different moments as well. This tool is intended to be helpful for pastoral ministry to families, and contains proposals and suggestions that can be adapted to the local situation.

Watch the first video released by Pope Francis on The Feast of the Annunciation - [Amoris Laetitia Journey Together 2021.03.25](#)

The Dicastery for Laity, Family and Life has provided a guide to accompany the video - [Laity Family Life Guide 1](#)

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>

● Respect for Life:

Sidewalk Advocacy in Utah

Utah Sidewalk Advocates are trained using the methods of Sidewalk Advocates for Life, a national organization that provides support and resources for those who have a regular presence outside of their local abortion facilities. Our advocates receive extensive training, are equipped with literature, and will always have at least one other advocate with them Learn More and get involved by visiting - <https://www.utahadvocatesforlife.org/>

Walking with Moms in Need -

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

St. Giana Novena - April 19th-April 27th

St. Gianna Beretta Molla is a powerful patron for pregnant and parenting mothers. As a physician, wife, and mother, she knew intimately what it was like to struggle with a challenging medical diagnosis during pregnancy.

Please pray with Saint Gianna, in support of mothers in need!

Sign Up Here- [St. Giana Novena](#)

Streams in the Desert Ministry from the Diocese of Columbus

Springs in the Desert is a Catholic apostolate founded by Kimberly Henkel, PhD and Ann Koshute, MTS, graduates of the Pontifical John Paul II Institute for Studies on Marriage and

Family. Their shared experience of infertility and the isolation it breeds led them to found this ministry to provide spiritual and emotional support and accompaniment to those carrying infertility's heavy burden.

Attached are some resources we hope you find helpful and will consider utilizing. The first may be shared with pastors, and offers some suggestions for supporting women struggling with infertility who feel especially sensitive on Mother's Day. They include a bulletin announcement, intercessions for the Prayer of the Faithful, and a suggestion for how to handle the special blessing for mothers in a way that is pastorally sensitive.

The second attachment is an advertisement for our Springs of Hope Virtual Mother's Day Retreat. The retreat is free and will include both pre-recorded and live talks. This year's theme is Belonging, and we are honored to have special pre-recorded messages to our attendees from Bishop Kevin Rhoades and the Sisters of Life. **Free registration opens on April 11** on our website, www.springsinthedesert.org.

May 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)

No Taxpayer Funding of Abortion – From the USCCB Secretariat of Pro-Life Activities

Beginning the weekend of April 11, please include the following announcement in parish bulletins, newsletters, etc.: *“Keep your tax dollars from going to abortion! www.notaxpayerabortion.com*

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

USCCB- Action Needed to Stop Infanticide!

The Born-Alive Abortion Survivors Protection Act (H.R. 619) has again been introduced in Congress to protect babies from infanticide. But efforts to bring the bill to a vote in the House are being blocked. **Your action is needed** to urge your Representative to sign a discharge petition that would allow this vote to occur.

Some states have passed laws to expand abortion and to **repeal laws providing specific protections** for babies born alive after surviving an attempted abortion. The Born-Alive Act would provide these specific protections nationwide to help prevent newborns from being killed or left alone to die.

We must continue to push Congress to pass the Born-Alive Act, so babies born alive following an abortion attempt are **treated the same as any other newborn baby**. PLEASE ACT TODAY!!!

Send a message to your representative here -

<https://www.votervoice.net/USCCB/Campaigns/83732/Respond>

Learn More here- <https://www.usccb.org/prolife/born-alive-abortion-survivors-protection-act>

See all USCCB Nationwide Action Alerts - [USCCB Voter Voice: Take Action](#)

Utah Coalition Against Pornography is hosting a free virtual conference on **April 24th**. It is titled "Dealing with Pornography During a Pandemic. The Need for Empathy and Connection".

Here is the link with the information. It is being live streamed and there is no need to register.

<https://utahcoalition.org/2021-ucap-slc-conference/>

● Register Today! For a free, virtual training webinar: "Being With" by Compassionate Community Care

Brought to you by Respect Life Commission and Family Life Office

April 29th : 7:00pm-8:30pm

Gain the confidence to journey with those who are suffering socially, isolated, sick or dying, to renew their hope and purpose in life. With speakers Genevieve Schadenberg, Director of Compassionate Community Care, and Alex Schadenberg, Executive Director of the Euthanasia Prevention Coalition.

Register here:

<https://us02web.zoom.us/meeting/register/tZwsfuqvqzMsEtT8wflfZ6tvHS3iBmwVHpg8>

Please note this is not the link to join the zoom meeting. This is the link to register. A confirmation email containing the information about joining the Zoom webinar meeting is sent after registration. They will also email the training manual and "My Story" workbook pdfs to those who register.

If you are interested in the training, but cannot attend on this date and time, it will be recorded. **You must still register** and a link to the recording will be emailed to you.

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

The Diocese is partnering with United Today, Stronger Tomorrow, a diverse team of civic and religious leaders who want to make sure Utah emerges from this pandemic stronger than we were before.

Take the survey

The Covid-19 pandemic, like previous crises, has shown that communities of color, poor people, workers, and rural communities are hardest hit and impacted for a longer period of time. It's also shown that the federal government is required to create solutions to address the crisis, especially for those most impacted.

President Biden and Congress have passed the American Rescue Plan, which will provide for those in need and help states address the impacts of the crisis. Utah will receive billions. More than \$1 billion will go directly to local governments, and roughly \$1.66 billion will go to state government for vaccine distribution, education, health, infrastructure, housing, economic development, and family support.

We want to envision how we can make a stronger, fairer Utah with those funds. Over the next three weeks the civic and religious leaders of United Today Stronger Tomorrow will consult statewide with more than 1000 Utahns impacted by Covid through surveys and small group meetings to identify the investments that are best for our state. You may have read their recent OpEd in *The Salt Lake Tribune* about using this deep mutual consultation to form an equitable agenda for the future of Utah.

By working across lines that have traditionally divided us -- be they religion, race, or political partisanship -- we can build a Utah where we all truly rise together.

Your experience and perspective are crucial to informing our agenda. Please take the survey and share it with others who care about a future, fairer Utah.

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 RSCP'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.

Diaconate Formation Office

The Diocese of Salt Lake City is pleased to announce the beginning of a Diaconate Formation Program for Catholic men fluent in English. More information about this program will be provided for interested single men and married couples at the Inquiry Sessions. All Inquiry Sessions will be held virtually.

For more information please call or e-mail Deacon Drew M. Petersen at 801. 328.8641 ext. 337 or by e-mail (deacon.petersen@dioslc.org) or Mirna Gomez at 801.328.8641 ext. 322 or by e-mail (mirna.gomez@dioslc.org) to receive dates, times of Virtual Sessions and provide essential information. Thank you for your attention and action regarding this announcement.

Catholic Community Services

Job Opportunities:

● Foster Parent Training and Retention Specialist

Full-time, Non-Exempt with full benefits. Salary: \$17.00-19.00

Job Description:

Train prospective foster families to qualify them for licensure. Increase the retention of foster families and minimize burn-out and turnover.

Responsibilities include:

Become an expert on the foster parent pre-service training curriculum. Create training schedules for foster parents and assign family consultants to co-teach the units. The Training and Retention Specialist is the lead teacher for each unit, rotating which family consultant they teach with. Help family consultants build their training skills, prepare to train, and ensure the overall quality of the training. Facilitate at least four pre-service trainings per year for new foster families and expedited training as needed. Assess the efficacy of the training curriculum used and make suggestions for improvements to the Foster Family Supervisor. Help foster families in training complete the licensing process and prepare for placements. Plan and facilitate continuing education opportunities for licensed foster parents. Track retention data and analyze results; research best practices. Facilitate support groups for foster parents; match foster parents with peer mentors; facilitate regular respite opportunities; lead other retention and appreciation efforts. Collaborate with family consultants to assess the needs of the foster families. Develop and manage community partnerships to improve retention. Participate in weekly Refugee Foster Care staff meetings and monthly family consultant meetings. Demonstrate a commitment to quality improvement. Assist the foster parent recruiter as needed. Other duties may be assigned.

Work will be performed primarily inside an office but will also occur in the homes of foster families and other locations as needed.

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 a 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. 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 and adheres to deadlines. Proficiency in English oral and written communication. Strong communication, presentation, and interpersonal skills. Ability to build and manage a classroom environment that is conducive to learning. Knowledge of adult learning styles. Must maintain confidentiality regarding client information. Proficiency in computer skills to teach online using PowerPoint and Zoom, to complete documentation, and to schedule and e-mail in Outlook

Education, training and or experience:

Bachelor's degree in social work, education, or a related field from an accredited institution preferred. Experience teaching adult learners and knowledge of methods to teach adult learners. 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 teaching adults. Experience with multi-cultural and refugee communities

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.

The general schedule will consist of 40 hours to be worked between Monday and Friday between the hours of 8:00 AM and 9:30 PM. Occasional weekend hours will be needed for emergency response.

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

Position closes: Open until filled

Requisition #: 21.01.05

●Foster Family Consultant

Full-time, non-exempt, with benefits Hiring Range: \$17.00-\$19.00/hr DOE

Job Description: Train, support, and retain foster care families for the refugee foster care program and make recommendations to the program staff regarding these families.

Responsibilities include:

Help coordinate and prepare all pre-service training, screening, and initial education for foster family applicants. Teach evening pre-service courses to foster family applicants. Facilitate and manage the foster family application process and orientation. Assist in developing and coordinating foster family retention and continuing education activities. Make twice-monthly home visits to all assigned foster families to ensure compliance with state and agency licensing standards and offer support to the families and youth. Conduct intakes with all foster youth placed in assigned foster families within 48 hours of placement. Coach assigned foster families in parenting skills and conflict resolution.

Maintain accurate and up-to-date records. Participate in rotating weekend on-call schedule (once every 10-12 weeks). Other duties as may be assigned.

Work will be performed primarily inside but will occur in youths' homes, 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, and occasionally to assist youth with physical activities such as carrying groceries or household supplies. Driving is required in this position.

Comfortable and confident when teaching groups of potential foster parents, as well as one-on-one in the home. Passionate about parenting and willing to learn best practices. Demonstrates organizational, training, and parent coaching skills. Proficiency in computer skills that are required for the position. Excellent interpersonal communication. Ability to relate to individuals of diverse ages and backgrounds

Bachelor's degree in Social Work or a related field from an accredited institution. Experience working with parents and families in a supportive capacity. Experience with multi-cultural and refugee community. Experience working with youth, preferable in a foster care setting.

Must be able to pass a FBI/BCI background check.

SSW or CSW preferred. 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.

The general schedule will consist of 40 hours to be worked on Monday through Fridays between the hours of 8:30 AM and 9:00 PM. This schedule is flexible, but generally requires late afternoon and evening hours for home visits and training sessions. There are quarterly Saturday orientations for potential foster parents that need to be attended.

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

Position closes: Open until filled

Requisition #: 21.03.03

● **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 Judge Memorial Catholic High School**

***See attached Flyers(Sports Camps 2020)**

● **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**

Juan Diego Hockey Summer League Attending JDCHS next year and play ice hockey? Come join the Juan Diego Hockey Summer League Team! Open to all those enrolled at Juan Diego Catholic High School for the 2021-2022 school year...including 8th graders who plan on being a Soaring Eagle in the fall...you get to start practicing with the team this SPRING and play this SUMMER! Questions? Contact **Coach, Maurice van der Sluys** 801-232-4584 maurice.vandersluys@gmail.com

***See attached Hockey flyer**

● **NEXT LEVEL Flag Football**

Games will take place at Juan Diego Catholic High school (For more information, please see attachment).

● **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

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:

• 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@skaggsatholiccenter.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@skaggscatholiccenter.org and Vanessamorales@skaggscatholiccenter.org

