

The Basilica of Saint Mary

Position Description

Title: Coordinator of Access/Disability, Mental Health Ministries, and Prisoners or Patients

Date: July 2023

Status: Exempt

Reports to: Director of Christian Life

Department: Christian Life

Annual Schedule

Hours/Week: 20

Months/Year: 12

Purpose of Position Support the Vision, Mission of The Basilica of Saint Mary by helping our parishioners and others by providing awareness around and resources to those with mental health and physical disabilities. It includes leading the Prisoners or Patients Task Force and Mentorship Program. This position calls for the engaging of volunteers to help the people we serve with Mental Health, Access and Inclusion Ministry, and Prisoners or Patient's needs. Also assist in other programs of the Christian Life Department as appropriate.

Scope of Position

This position reports to the Director of Christian Life at The Basilica of Saint Mary and does not have any staff reporting to them. Gives work direction to volunteers in the following areas:

1. Mental Health Ministry
2. Access and Inclusion Disability Ministry
3. Prisoners or Patients Task Force and Mentorship Program

Position Qualifications

1. College or University Degree with office and programming experience especially in a non-profit setting is preferred.
2. Good people skills. Open to change, flexible.
3. Strong commitment of service to others.
4. Ability to work within a budget.
5. Strong oral and written communication skills.
6. Ability to work with a variety of people and work styles.
7. Demonstrated collaborative style of management.
8. Ability to recruit, organize and coordinate volunteer teams and committees.
9. This position must be ready to work and be on time for all scheduled hours including some evening and weekend commitments.

Primary Functions and Major Activities

1. Leads the Employment Ministry
 - a. Coordinates an initial intake meeting for all new participants in the ministry.

- b. Reviews and maintains hard copy files.
 - c. Supports participants as an advocate for their efforts by being available for questions, sharing job search ideas, or listening to their concerns.
 - d. Works with an advisory team of job coaches, and others in the community to monitor the ministry on a yearly basis.
 - e. Recruits, communicates with, and schedules job coaches each week to meet with participants.
 - f. Works with staff to keep website materials up to date.
 - g. Partners with the Outreach program to help those with barriers to employment.
2. Leads the Mental Health and Access/Inclusion/Disability Ministries
- a. Leads and works with volunteer committees.
 - b. Develops and sustains community partners.
 - c. Recruits committee members as necessary
 - d. Schedules meetings of the committees on a regular basis
 - e. Distributes agenda, minutes, and other information to the committees.
 - f. Coordinates with the committee's mental health and access and inclusion workshops at The Basilica of Saint Mary
 - g. Collects information and community resources for distribution to parishioners and others in need.
 - h. Works with staff to keep website materials and information on programs and volunteers up to date.
3. Leads Prisoners or Patients Ministry
- a. Task Force: Recruit members, schedule quarterly meetings, plan educational topics for discussion.
 - b. Mentorship program: Recruit mentors, vet returning neighbors, plan trainings, hold quarterly mentor meetings, develop community partnerships.
 - c. Leadership Team: Recruit members, schedule monthly meetings
 - d. Advocacy: Recruit members, work with NAMI-MN on topics to address, plan parish-wide educational events periodically.
4. Be ready to work and complete all assigned responsibilities.

Other Responsibilities

- a. Attends All-Staff meetings.
- b. Attends Christian Life Team meetings and other department meetings as scheduled.
- c. Works to establish partnerships with other Christian Life and Basilica programs.
- d. Responds to voice mail and emails in a timely fashion.
- e. Maintains up to date files.
- f. Schedules rooms for meetings and programs
- g. Additional responsibilities as directed by the Director of Christian Life

Physical demands

- 1. Ability to walk up and down stairs.
- 2. Ability to work extra hours as needed.
- 3. Ability to be flexible.

Mental demands

- 1. Ability to work with minimal supervision.
- 2. Strong oral and written communications.
- 3. Ability to maintain confidentiality.
- 4. Ability to engage and collaborate with a wide spectrum of staff, parishioners and volunteers with respect, cooperation, and collaboration.
- 5. Able to always maintain a positive and helpful attitude, even during challenging times.

Dress Code

At all times the dress code is to be professional (See HR Manual).

Designation of Essential Functions

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

Signature of Employee _____ Date _____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor _____ Date _____