

ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

TITLE OF POSITION: Associate Director for Disabilities and Mental Wellness

EFFECTIVE DATE: 07/2026

DEPARTMENT: Life, Human Dignity and Charity

POSITION SUMMARY:

The Associate Director for Disabilities and Mental Wellness works to advance a unified pastoral vision of belonging, inclusion and accompaniment within the Church. This position integrates ministry efforts serving persons with disabilities and individuals and families affected by mental health challenges. The Associate Director works directly with office staff, parishes, families and ministry leaders to ensure all people are welcomed, supported and able to fully participate in the sacramental and communal life of the Church.

CREDENTIALS AND EXPERIENCE:

Education and Knowledge:

- Bachelor's degree from an accredited college or university in theology, pastoral ministry, social work or related field (Master's degree preferred)
- Familiarity with relevant Church documents such as: *Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities*, *Guidelines for the Celebration of the Sacraments with Persons with Disabilities* and the USCCB's National Catholic Mental Health Campaign and related initiatives (www.usccb.org/mental-health)
- Certification as a Mental Health First Aid Trainer, or willingness to obtain certification

Skills:

- Passion to advocate for persons with disabilities and mental health challenges as full members of their parish communities.
- Strong communication, presentation and organizational skills
- Proficiency with standard computer applications (Word, Excel, PowerPoint)

Additional:

- Active membership in a Catholic parish in good standing with the Church
- Acceptance of the magisterial teachings of the Catholic Church
- Self-motivated and able to work with little supervision
- Availability to work evenings and weekends
- Ability to travel throughout the Archdiocese
- Could work primarily from either the Cincinnati or Dayton pastoral offices

DUTIES & RESPONSIBILITIES:

- 1.* Serve as liaison between the Archdiocese and various Catholic agencies such as the National Catholic Partnership on Disabilities (NCPD) and the International Association of Catholic Mental Health Ministers

- 2.* Represent the Church's teaching on disabilities and mental health with clarity and compassion in person, in writing, and through digital communication, including monthly newsletters and social media platforms
- 3.* Work directly with pastors and parish staff to establish realistic goals for supporting persons with disabilities and mental health challenges, including sensory-friendly Masses and our Mental Wellness Ministry program
- 4.* Serve as a liaison between families and parishes to assist when there are difficulties providing needed religious education and sacramental formation for children with disabilities
- 5.* Collaborate with the other office staff to write, edit, and publish the monthly Belonging and Mental Wellness newsletters
- 6.* Plan events for persons with disabilities (retreats, reconciliation services, Masses)
- 7.* Coordinate Archdiocesan liturgical events related to Mental Wellness, such as a Suicide Remembrance Mass or Mass for Parents Who Have Lost a Child
- 8.* Deliver presentations to adult and youth audiences on topics related to persons with disabilities and mental health
- 9.* Actively advocate for and assist other Archdiocesan offices to ensure their services are available to persons with disabilities.
- 10.* Travel to and represent the Archdiocese at related conferences.
11. Assist with editing and maintaining office websites and social media accounts.
12. Support the work of the Office for Respect Life Ministries and Persons with Disabilities as needed

SUPERVISION RECEIVED:

Director of the Office for Respect Life Ministries and Persons with Disabilities

SUPERVISION EXERCISED:

N/A

***DENOTES ESSENTIAL FUNCTIONS OF THE POSITION**

THIS POSITION IS: This role can be structured as either a full-time position or a shared role between two part-time employees (15-25 hours per week each), depending on the qualifications and interests of the applicant(s).

ORGANIZATIONAL RESPONSIBILITIES:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date

