

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**TITLE OF POSITION:** Associate Director for Persons with Disabilities **EFFECTIVE DATE:** 7/2022

**DEPARTMENT:** Life, Human Dignity and Charity

**POSITION SUMMARY:**

The Associate Director works with the Director to assist in creating and coordinating the ministry for persons with disabilities for the Archdiocese of Cincinnati. The Associate Director fully networks with other offices in the Archdiocese, as well as parishes, to create a culture of inclusion and meaningful participation within the Archdiocese of Cincinnati.

**CREDENTIALS AND EXPERIENCE:**

Skills:

- Bachelor's degree from an accredited college or university, preferably in the area of religious studies, social work, or other related area
- Familiarity with relevant Church documents such as: *Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities* (1978), and *Guidelines for the Celebration of the Sacraments with Persons with Disabilities* (USCCB, rev. 2017).
- Sensitivity with and ability to set up realistic goals for parishes to assist persons with disabilities and their families with religious education and parish life.
- Passion to advocate for persons with disabilities and their families as full members of their parish communities.
- Active membership in a Catholic parish in good standing with the Church
- Demonstrated excellent verbal and written communication skills
- Demonstrated excellent organizational skills
- Ability with typical computer programs (Word, Excel, PowerPoint, Publisher)
- Ability to create engaging posts on social media outlets
- Experience in pastoral care, community advocacy and/or work with agencies related to issues with disabilities
- Willingness to collaborate with duties of the Office for Respect Life Ministries
- Acceptance of the magisterial teachings of the Catholic Church

Additional:

- Must be self-motivated
- Position requires attendance at some evening/weekend functions
- Ability to travel to various agencies around the Archdiocese
- Works out of the Dayton office
- Knowledge of ASL (American Sign Language) a plus

**DUTIES & RESPONSIBILITIES:**

- 1.\* Serve as liaison between the Archdiocese and various Catholic agencies who serve persons with disabilities such as: National Catholic Partnership on Disabilities (NCPD), and the National Catholic Office for the Deaf (NCOD).

- 2.\* Actively advocate for and assist other offices to ensure their services are available to persons with disabilities.
- 3.\* Represent in a positive way in person and through electronic communication the Church's teaching on persons with disabilities, especially through social media accounts.
- 4.\* Serve as a liaison between families and parishes to assist when there are difficulties providing needed religious education for children with disabilities.
- 5.\* Speak to adult and youth audiences on topics related to persons with disabilities
- 6.\* Represent the Archdiocese at disabilities conferences
- 7.\* Work with parishes and deaneries to establish regular opportunities for sensory-friendly Masses for people with sensory needs.
- 8.\* Advocate for more opportunities for full parish participation, especially for the Deaf Community, in relation to the reception of the Sacraments.
- 9.\* Assist in editing and maintenance of the Persons with Disabilities websites and social media accounts
10. Assist as needed in work of the Office for Respect Life Ministries

**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:** Hourly, Part time, 25 hours per week, flexible schedule

**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