

**POSITION:** Director of Parish and Community Outreach  
Saint Catherine Center for Special Needs

**OVERVIEW:**

The Director of Pastoral Care and Outreach provides leadership in the faith formation and ongoing spiritual needs of individuals with disabilities in the Diocese of Bridgeport and is the bridge between these individuals, their families and the greater Diocesan community. The Director of Pastoral Care and Outreach is a full time position and will be based at St. Catherine Center for Special Needs in Fairfield. The ideal candidate combines the knowledge and experience in parish settings as well as experience working with individuals with disabilities.

**REPORTSTO:** Executive Director, Saint Catherine Center for Special Needs

**OBJECTIVE:** In collaboration with parish leadership, the Director of Pastoral Care and Outreach seeks to enable those with disabilities and their families to meaningfully participate in all aspects of the Church. The Director shall act as a resource to individuals, families and parishes by providing training, strategies and tools, curriculum, professional materials and strategic vision to consciously and intentionally include people with disabilities in their parish community.

**CLASSIFICATION:** Exempt

**RESPONSIBILITIES:**

- Develop and implement a plan for the Diocese to establish a baseline of inclusion of people with disabilities in parish life
- Assess resource needs throughout the Diocese and identify and/or develop accordingly those materials, training programs, and events defined through the assessment process.
- Collaborate with Directors of Religious Education to facilitate the participation of children with disabilities in parish based catechetical programs.
- Serve as the Center liaison to Diocesan groups that serve people with disabilities, including but not limited to the Faith clubs.
- Serve as the Center liaison to Diocesan groups that have volunteers who serve people with disabilities.
- Develop relationships with outside organizations that serve people with disabilities, including but limited to group homes, adult service programs, and advocacy organizations.
- Develop material for the Center website.
- Maintain social media sites with current and appropriate material.
- Represent the Center at Diocesan meetings or events as appropriate.
- Participate as a member of the Center leadership team in staff meetings, events, and all other activities as appropriate.
- Attend meetings of the Board of Directors and present updates as requested.
- Develop and execute, in collaboration with the Executive Director, short and long term measurable goals.
- Identify and assist in the preparation of grant proposals.
- Perform other strategic duties as agreed upon by the Executive Director or the Secretary for Catholic Education and Faith Formation.

#### MINIMUM QUALIFICATIONS:

- Practicing Roman Catholic in good standing.
- Bachelor's degree in a related field from an accredited institution, Master's Degree preferred.
- Experience working with individuals with learning differences, special education, developmental disabilities or therapeutic support.
- Understanding of parish ministry.
- Ability to collaborate with a variety of constituents including pastors, directors of religious education, the Office of Superintendent and Center staff.
- Demonstrated excellence in communication, managerial and organizational skills.
- Demonstrated ability to work independently, set goals and analyze data.
- Proficient with Microsoft Office (Word, Excel, Power Point).

#### KNOWLEDGE, SKILLS, ABILITIES:

- An understanding of national trends and standards related to disabilities
- Experience working with outside agencies who work with people with disabilities
- Excellent presentation and group facilitation skills
- An understanding of the mission of Saint Catherine Center for Special Needs

Please direct any inquiry to: Helen Burland  
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