

Date: August 13, 2024

Vacancy Announcement: Director of Faith Services & Resource Department,

Vacancy Opens: August 13, 2024

Vacancy Closes: August 30, 2024

Submit cover letter and resume to Manny@loretohouse.org or mail to the Denton address below



Job Description

Loreto House is a 501-C-3 non-profit pro-life organization. The mission statement is:

To help bring about a "Culture of Life." In faithfulness to the Magisterium and teachings of the Holy Roman Catholic Church, the Corporation will put into action the "Gospel of Life" and "Theology of the Body" of John Paul the Great. All persons, from conception, till natural death, deserve the dignity given to them as a "Child of God", made in His image and likes. The Corporation will strive to see Jesus in all it serves as life is sacred and precious and to provide crisis pregnancy counseling and advise women on alternatives to termination of an unexpected or unwanted pregnancy.

Position: Director of Faith Services & Resource Department

Class: Full time 40 hours per week

Health Reimbursement Plan provided: QSEHRA plan effective 90 days after the hired date

403 B Retirement: Employee eligible to participate after 1 year of service

Job Duties

The Faith Services and Resource Director works under the direct supervision of the Business Manager overall functions of the mission:

Faith Services

General Summary and Objectives

The Director of Faith Services is responsible for providing spiritual support to Loreto House guests, and Staff, who choose to receive faith services.

Duties and Responsibilities:

- Develop goals and implement strategies to provide faith support for guests who elect to receive faith services.
- Meets with guests one-on-one for prayers and spiritual support or communicates with guests via phone, text, or email as requested.
- Is responsible for the recruitment, orientation, and training of all volunteer Faith Companions.
- Establishes and maintains a schedule to ensure Faith Companions are available for on-site faith services or via phone for follow-up faith support and emergencies.
- Maintains documentation to ensure continuity of care for all guests receiving faith services.
- Obtains and organizes spiritual materials and gifts to be shared with guests of diverse Christian and non-Christian backgrounds.
- Conducts periodic spiritual retreats for volunteers and staff members.
- Provides opportunities for spiritual growth for staff using a variety of liturgical reminders.
- Serves as a Loreto House Training and Development Team member.
- Participates as a Loreto House Executive Team member.
- Assists the Center Manager with the care of the Private Oratory (chapel).
- Performs any other job-related duties necessary for the smooth flow of work at Loreto House or as directed by organizational superiors.

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Additional requirements and other possible duties

Must be trained in Loreto House propriety program compliance and Briteworks software; Ekyros Centerpiece software; and Acuity Scheduling software.

Must help maintain compliance within Spiritual Services at Loreto House Denton & Flower Mound and special events.

Must conduct Faith Checks every workday to maintain compliance.

Ability to work with Microsoft applications, including Outlook, Word, Excel, PowerPoint, and other applications. Basic computer skills are required and the ability to work office phones, I.T. systems, and other technical aspects of a modern-day organization

Communicate all correspondence with proper English composition and clarity. Reports should be professional in appearance.

Will work closely with the Business Manager and may assist & lead meetings with Guests, Advocates, and other staff, and outside resources.

Must be a practicing Catholic and in agreement with the Loreto House Statement of Faith

Will be asked to participate in parish fund raising, speaking engagements to further the mission. Some weekend work may be necessary for special events, parish talks, etc.

Act as an ambassador for Loreto House and will leverage personal opportunities and associations to help spread the good works of Loreto House.

Resources Department (after 4 to 6 months experience, the Director will assume the following duties)

Overseeing the Resource Department, which includes:

- creating and maintaining curated lists or databases of resources that advocates can use for guest referrals.
- Screens community resources for accuracy, reliability, and compliance with diocesan standards. Compiles approved resources into curated lists or databases.
- Ensures that resources are updated regularly. Networks with community partners and other providers to stay current on resource availability in North Texas.
- Submits all resource lists and/or databases to Loreto House propriety programs throughout the year as revisions are made and as part of the annual review process.
- Creates and maintains an *Amazon Wish List* based on current guest needs. Documents the distribution of furniture items obtained from benefactors via the *Amazon Wish List*.
- Creates and utilizes a variety of media formats such as literature, bulletin boards, and web pages to provide guest resource information.
- Conducts periodic briefings/trainings to inform advocates about the purpose and availability of local resources/referrals.
- Maintains certification as a *Bridges Out of Poverty* trainer and conducts training for new and existing staff members as needed.
- Coordinates resource events with community partners throughout the year. Organizes guest speakers or field trips to familiarize advocates with specific resources.
- Assists advocates in selecting appropriate resources to provide as guest referrals.
- Performs any other job-related duties necessary for the smooth flow of work at Loreto House or as directed by organizational superiors.

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