



## **Administrative Assistant - CRS Orlando, FL**

**Job Type:** Part-time

**Description:** The role of the Administrative Assistant is to perform clerical duties for the Comprehensive Refugee Services ministry and personal contact with the community. As Administrative Assistant, provides a welcoming atmosphere for clients, visitors, and volunteers and maintains an orderly waiting area, answers incoming telephone calls, monitors and reply emails directing them to the proper staff and providing accurate information. Performs data entry tasks, generates monthly reports, and assists with the demands of Comprehensive Refugee Services (CRS), based on contract requirements.

**Essential Duties and Responsibilities:** Accept incoming telephone calls and direct to the proper party. Greet and direct clients upon their arrival and give assistance with intake forms. Monitor lobby area. Maintain Visitor Log in coordination with the CRS Reception. Assists the Program Director and Coordinator in the upkeep and maintenance of an organized filing system for agency records. Organizing CRS contracts, subcontracts, agreements, creating correspondence, and preparing reports or documents as needed. Managing Director's calendar. Work in tandem with other clerical/support/administrative staff. Keep accurate statistics and make reports as requested. Assist in the development and expansion of resources for the program. Monitor voice mail, fax machine and relay information to proper parties. Open/Close office per schedule. Assist with Intakes, Assessments, and data entry when needed. Be cross trained in other aspects of Administrative office to assist others on the support team in all phases of their daily work. Translate and interpret as needed. Participate in all required staff or agency meetings.

**Requirements: Education and Experience Qualifications:** High School Diploma or equivalent with proficiency in computer skills. At least 3 years' experience in an office setting with emphasis on receptionist/secretarial work. Must have the ability to communicate effectively in English and Spanish, both verbally and written. Demonstrate experience with Microsoft Office Professional including Word and Excel. Operate standard office equipment including a multiple line telephone system, copy machine fax, and scanner.

**Other Skills and Abilities:** Extremely detail oriented. Strong interpersonal skills. Quick learner. Inquisitive, eager to learn, self-starter.

## **Administrative Assistant Culture of Life Office Orlando, FL**

**Job Type:** Full-time

**Description:** The Administrative Assistant contributes to the effectiveness of the Culture of Life Office by providing administrative support to the Culture of Life Office director.

**General Functions:** Creates brochures, flyers, newsletters, announcements, PowerPoint presentations, and other public relations materials in coordination with the Culture of Life Office director and the Diocesan Communications team. Reviews the Culture of Life website and forwards revisions and updates to the Diocesan Communications team. Manages and handles all correspondence for the Culture of Life Office, including email, phone, and regular mail. Responsible for the general upkeep and orderliness of the Culture of Life Office space. Attends to assignments and long-term projects as directed by the Culture of Life Office director. Must have a pleasant telephone demeanor, strong communication skills, and the ability to resolve conflicts, as well as professionally greeting the public, screen calls, and schedule appointments for the Culture of Life Office director. Must be able to speak appropriately about Culture of Life-related issues, particularly during phone calls or with visitors.

**Other Duties & Responsibilities:** Ability to generate reports for tracking purposes using Smartsheet or Excel spreadsheets, as needed. Must be able to multi-task well and maintain a time management system for ministry planning. Supervises volunteers, interns, and projects, as appropriate. Must be willing to pursue ongoing professional development to enhance job performance and/or organizational goals, as identified through regular supervision and annual performance reviews. Follows the diocesan dress code and dresses professionally. Must understand the priority of inquiries, attention to detail is essential. Assists with coordinating events and projects as needed.

**CATHOLIC FAITH:** Practice of the Catholic faith is required. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

**Requirements:** Associate degree in general studies or related field or equivalent experience. Requires at least 3 years' experience in a similar position. Proficient in Microsoft Office 365 Suite, Windows 11, Adobe Acrobat, and Canva are necessary. Experienced in researching and compiling data from the internet. Must be proficient in communication media technology. Must be flexible regarding work hours and responsibilities. Excellent verbal and written communication skills in both English/Spanish is required.

## **Employment Specialist/Case Manager CRS Orlando, FL**

**Job Type:** Full-time

**Description:** CRS - Comprehensive Refugee Services. The Employment Specialist Case Manager will assist the refugee client in overcoming obstacles to obtaining employment so that the client may attain a goal of self-sufficiency. The Employment specialist will perform a wide range of activities from job development to placement and follow-up with the client. The position requires a fully bilingual person who can communicate with clients and translate for employers as needed. The Employment Specialist Case Manager works closely with Community Based Refugee Services and Case Managers. The ability to converse, read and write in Spanish, Creole or other refugee-specific languages is necessary to accommodate the needs of a growing community. The position requires the ability to prioritize, coordinate, multi-task and take initiative, work individually and function as a member of a team and be dependable.

**General Functions:** Develop new job listings according to the client's capabilities and job readiness.

On-going job development and establishing positive working relations with potential employers. Able to work closely with department Case Managers and teamwork with peers. Conduct intake, assessment, follow-ups, and employability development. Maintain timely records using the Web-Rs database. Work with the Refugee Services Employment Services Manager to reach programmatic goals and objectives. Must adhere to strict confidentiality of all client information. Openness to others' views, give and welcome feedback. When using the CCCFL agency vehicle, maintain a proper auto log and report any incidents, accidents, needed repairs, maintenance, etc. to Supervisor immediately. Ability to conduct pre-employment training (PET) and Cultural -Community Orientation.

**Requirements: Education and Experience:** The Employment Specialist Case Manager must have a minimum of two years of experience in immigration/refugee-related work. Knowledge of employer work practices and pre-employment preparation is necessary to assist the client in entering the employment workforce.

Must have a deep personal commitment to serving as an advocate for people in need and be capable of establishing and maintaining effective working relationships with outside employers.

Must have the ability to communicate, written and orally effectively in English, Creole or French. Bilingual in the Spanish language is preferred. Working knowledge of Microsoft Office, Word, Excel, Outlook, and PowerPoint is necessary as well as of area employment resources. Must have a valid Florida driver's license with an excellent driving record.

**Other Skills and Abilities:** Strong attention to detail. Strong interpersonal skills. Excellent verbal and written communication skills. Quick learner.

### **Licensed Clinical Social Worker - LCSW Orlando, FL**

**Job Type:** Full-time

**Description:** The Licensed Clinical Social Worker provides outpatient counseling services to individuals, couples, and families. Services assess mental health challenges, provide counseling and skill development in partnership with the client to promote recovery. Services provided enhance emotional, behavioral, system stability, and promote ongoing wellness.

**Essential Duties and Responsibilities:** Intake, biopsychosocial assessment, diagnosis, treatment plan development, goal development, treatment plan review, coordination with other agencies working with the client, and discharge planning. All interactions with the client and supportive services will be documented in a timely manner in the electronic medical record and available for review by supervisory staff. Position also provides community education. The Licensed Clinical Social Worker works in conjunction with the Behavioral Health Services Program Director, Senior Director of Healthcare, and executive staff of Catholic Charities.

Performs other duties as assigned.

**Requirements:** Master's Degree in Social Work from an accredited graduate program. The Mental Health counselor must be license by the State of Florida as a Clinical Social Worker and maintain CEU's to retain licensure. The Metal Health Counselor should carry an adequate level of malpractice insurance. A minimum of three years of experience in a mental health setting including the provision of direct practice counseling and intervention. The Mental Health Counselor shall possess effective verbal and written communication skills, good computer skills with a working knowledge of Windows, Microsoft Office programs, and electronic medical records. Bilingual written and oral skills are preferred. Gerontological social work experience preferred. Must be background screened and receive clearance by the Diocese of Orlando.

### **Maintenance Melbourne, FL**

**Job Type:** Full-time

**Description:** The Maintenance position performs a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required under general supervision. Responsible for keeping the property in a safe condition adhering to safety standards and operating equipment in a safe and responsible manner.

**Essential Duties and Responsibilities: General Functions:** Supervise any vendors/contracts i.e. yard, plumbers, etc. Keep the complete interior appearance of the building clean and in good order. Comply with and track daily work orders and regular or preventative maintenance. Performs electrical repairs such as replacing switches and wiring; repairs refrigeration equipment; installs sprinkler systems and water lines; repairs faucets, sewers, plumbing. Painting building interiors and exteriors. Estimates materials, labor, and time needed for projects. Regular cleaning of common areas, laundry room, halls, community center, office building grounds and parking lot. Cleaning vacant apartments including painting, carpet cleaning, floor cleaning, and overall cleaning. Cleaning of trash rooms and all trash removal. Follow-up on previous work orders and scheduled tasks, preventative or otherwise. Decoration of interior and exterior of building and landscaping with Supervisor's guidance.

Interact with Supervisor in regards to policies, proposals, contracts, bids, and maintenance budgets. Computer tracking of work orders, tools, and part inventories, maintenance schedules of A/C, refrigerators, ranges, and others. Setting up tables or special requests in common area rooms for groups utilizing the facility. Keep up to date records of OSHA regulations, Material Safety Data Sheets, HUD regulations, with regards to maintenance and property inspections, Fair Housing, Section 504 and ADA Regulations. Participate in all inspections of apartments and property. Initiate procedure for Material Safety Data Sheets (MSDS). Submit weekly maintenance and work order reports to the Property Manager. Do all necessary repairs including but not limited to appliances, plumbing, carpentry, electric, grounds, housekeeping, and painting. Oversight of all yard work including mowing, trimming, planted beds, and upkeep of sprinkler system. Knowledgeable of all standards, methods, materials, tools, equipment, and safety processes used in the electrical, plumbing, HVAC, and carpentry trades and crafts.

**Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** High School Diploma or GED from an institution accredited by a state Department of Education. Technical training preferred. Must have at least one year at a journey-level in a building trade such as carpentry, painting, and masonry, electrical; or, a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities. Experience and training in all areas of general maintenance. Must have a valid Florida driver's license, clean driving record as determined by the insurance carrier for the Diocese of Orlando. Requires an appreciation and respect for the Catholic Church and its teachings. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

**Physical Abilities:** The working hours of this position are not limited to an 8-hour day. Position requires the ability to lift 50 pounds. Also, requires walking, sitting, bending, stretching, and stooping for assemblage and workshop set-up and layout. This person will need to be available in the evening and on weekends, as needed. Must be willing to work in conditions of stress and function well under pressure.

**Resident Assistant/Medical Tech.  
Casselberry, FL**

**Job Type:** Part-time

**Description:** The Pathways to Care Resident Assistant/Medical Technician is responsible for assisting the facility residents with their daily living needs and program activities while adhering to client schedules; maintaining appropriate files, ensuring that patient records are accurate and complete; provide support to medical staff when needed; assist residents with self-administration of medication; assist resident with daily living and hygiene, maintain a safe and clean environment for the residents. Provide assistance with program activities and encourage self-sufficiency and independence. Provide a welcoming atmosphere for clients, visitors and volunteers.

**Hours:** Pathways to Care facility is open 24 hours, 7 days a week. CNA Resident Assistants (RA) are required to work scheduled shifts: 7 am to 3pm; 3pm to 11pm; or 11pm to 7 am. RA's must provide seven-day availability and be willing to rotate shifts when necessary. In emergency situations, must be available to work double shift.

**Requirements:** High School graduate with 2 to 5 years' experience in a residential housing setting or related field; prior experience in working with a homeless population.

Have a working knowledge regarding all HIPAA regulations.

Be able to read, write and keep accurate records.

Undergraduate or graduate degrees and additional certification such as Certified Nursing Assistant (CNA), Medical Technician (MT) certificate 6-hour course are also preferred.

**Apply:** [www.cflcc.org](http://www.cflcc.org)