

## **JOB OFFER**

### **Social Worker**

Archdiocese of Montreal - Office of Pastoral Personnel

#### **Main Mandate:**

The social worker is responsible for managing files requested by the Director of the Office of Pastoral Personnel (OPP) and/or one of the persons responsible for the human support of priests, who require their expertise regarding follow-ups for elderly, sick, or social assistance priests. The social worker will take care of handling procedures for the resident priests at Angus Square Apartments or in other residences as required. They will work in collaboration with OPP's sponsor for Angus, and in conjunction with the Director of OPP and his team.

#### **Description of Responsibilities:**

- Work as a team with the OPP Angus Sponsor and her Assistant
- Collect the necessary information regarding requests for help from elderly and/or sick priests
- Review and evaluate requests by prioritizing emergencies and needs
- Propose solutions and courses of action to the people responsible for the requested files
- Advise in the resolution of conflicts that may arise
- Provide mediation and psychosocial assessment services
- Intervene with government institutions or other institutions as needed
- To be available for any request in the context of the well-being of priests when it requires his competence
- Any other related tasks

#### **Qualifications and Competencies:**

- Have completed post-secondary education in the fields of social work and health
- Degree in social work or a related field
- Experience working with the elderly and sick, particularly in residences and CHSLDs
- Ability to work independently and as part of a team
- Organizational and mediation skills
- Knowledge of government resources and social services
- Conflict Resolution Skills
- Communication skills and empathy for older adults
- Ability to be discreet
- An excellent level of spoken and written French and English\*

### Conditions of Employment:

- Permanent, part-time: 19.5 hours per week (3 days)
- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal
- Available to work evenings or weekends when required
- Must be willing to undergo a police check.

Interested candidates are requested to send their CV and cover letter to Anastasia Charasidis at [rh@diocesemontreal.org](mailto:rh@diocesemontreal.org). Applications for this position will remain open until the position has been filled.

*We thank you for your interest, but only successful candidates will be contacted for interviews.*

[\*] The archdiocese provides a French-language work environment for its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers.