



**Diocese of Laredo  
Job Announcement**

Posting Date: November 24, 2021

**Application Deadline: Until Filled**

<b>Position:</b> Humanitarian Respite Care Caretaker (Temporary Position)	<b>FLSA Classification:</b> Non-Exempt
<b>Minimum Requirements:</b> High School diploma or GED, preferred. Ability to work with a diverse group of people, must be able to move, lift and carry up to 15 lbs., bend, stoop, stand and move frequently, Requires vision and hearing abilities. Must be able to work in varying temperature and environment. Be bilingual, speak, and read Spanish and English, be able to use good judgment	
<b>Start Date:</b> Immediate	<b>Location:</b> Catholic Charities of the Diocese of Laredo
<b>Position Status:</b> Full-Time and Part time available Temporary	<b>Work Schedule:</b> Mon - Sun day or evening shifts available and as needed

**Position Summary:**

The Humanitarian Respite Care Coordinator is responsible for welcoming and providing humanitarian care to those served at the Humanitarian Respite Center.

**Essential Duties, Functions and Responsibilities:** (complete job description available at the HR Office)

- Welcome and direct families
- Assist that all individuals are registered and provided a meal
- Organize and maintain the database
- Facilitate travel coordination
- Work with Volunteer Coordinator to ensure that volunteers are providing items that families need
- Staff will communicate with emergency system (911) as needed
- Ensure a safe environment for all guests
- Other duties as assigned

**Anticipated Skills and Experience:**

- Excellent communication skills both verbal and written
- Effective computer skills
- Critical Thinking Skills
- Planning and Organizing
- Teamwork Oriented
- Flexibility

**Additional Skills, Certification or License:**

Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

**Physical Demands:** Work is performed both indoors and outdoors. While performing the duties of this job, the employee is regularly required to walk; use hands to handle or feel; reach with hands and arms; and talk or hear.

**Disclaimer:** Possible exposure to communicable disease or illness.

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**RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.**

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St., Laredo, Texas 78043

(956) 764-7867

**Temporary positions are not eligible for fringe benefits.**

Unique opportunities to participate in staff spiritual retreats, mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

The diocese reserves the right to revise, rescind or extend this job announcement and any employment benefits.