



**Diocese of Laredo
Job Announcement**

Posting Date: April 26, 2021

Application Deadline: Until Filled

Position: Humanitarian Respite Care Coordinator (Temporary Position)	FLSA Classification: Non-Exempt
Minimum Requirements: 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	
Start Date: Immediate	Location: Catholic Charities of the Diocese of Laredo
Position Status: Full-Time and Part time available Temporary	Work Schedule: 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)

- Oversee the day to day operation of the program
- Welcome and direct families
- Oversee that all individuals are registered and provided a meal
- Organize and maintain the database
- Facilitate travel coordination
- Oversee and work with Volunteer Coordinator (if available) 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.

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.