

# ST MARYS PARISH BAIRNSDALE OMEO

## POSITION : PARISH PASTORAL CARE WORKER

### KEY SELECTION CRITERIA

#### **Commitment to Catholic Ethos**

*Working within a religious environment requires a good understanding of the philosophies and practices of the organisation, its internal and external structures and one's personal responsibilities as a community member.*

Applicants must be able to demonstrate knowledge and commitment to the Catholic faith with an awareness of what is required in living the Christian message.

#### **Team environment.**

*The pastoral team operates with a high degree of adaptability and interaction, able to understand and discern needs as they arise and address them in a positive way. Individuals are able to recognise what needs to be done and complete tasks in an interactive and supportive environment.*

Applicants must be able to demonstrate their ability and experience to work in a team environment with quantified skills they can bring to the position.

#### **Knowledge and understanding of pastoral issues**

*Pastoral issues are diverse and ever evolving. The Pastoral Associate works closely with the Parish Priest to prioritise and action strategies, address needs and issues as they arise.*

Applicants must be able to demonstrate an awareness of pastoral needs and issues with the ability to show how they might deal with time management and changing priorities as circumstances present themselves.

#### **Hospitality and Awareness**

*The position requires a high degree of patience and availability, sensitive to the needs of others and a determination to meet practical needs with a great attitude, even when faced with unpleasant conditions.*

Applicants must be able to indicate how they perceive the attitudes and emotions of those with whom they engage and how they show consideration and personal concern.

#### **Skills and Abilities**

*The position requires a person to be proficient in Microsoft "Word" and preferably a working knowledge of Microsoft "Publisher" and "Powerpoint".*

*The position requires a person with exceptional communication skills with the ability to engage with a wide range of people of different religious, cultural and socio-economic backgrounds.*

Applicants must be able to demonstrate experience and skills in the use of Microsoft Office and their ability to embrace new technology with a commitment to develop their skills and abilities. They must be able to demonstrate and provide references in support of their interpersonal and communication skills. Applicants should highlight any qualifications they have gained in support of their skills and abilities.