

## JOB DESCRIPTION

**JOB TITLE:** Deaf Catholic Ministry – Diocesan Liaison

**JOB CODE:** DFDL-N

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**Exempt:** No

**Supervisor:**

**Employee Name:**

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**SUMMARY:** This position serves the needs of a group of individuals with their own language, culture, and traditions by providing strong leadership by an individual who is able to communicate in the language and is sensitive to the cultural mindset of Deaf people. Fluent in American Sign Language with the ability to interpret

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** includes the following. Other duties may be assigned.

- Ability to immerse in the Deaf community with deep understanding of Deaf Culture
- Follow and comply with strict confidentiality rules and standards
- Work with a variety of internationally, national, state, and locally Deaf organizations
- Advocate for the Deaf community for full access to the word of God
- Remove barriers to allow the Deaf community without restrictions Catholic experiences
- Create programs allowing the Deaf community full participation in all catholic celebrations
- Search, vet, hire, and train interpreters
- Work with human resources and payroll to process hiring paperwork and process invoices
- Hire interpreter for requested interpreting services such as funerals, baptisms, conferences, religious functions, and other sacraments
- Invoice Churches, parishes, PCA based on contractual agreements
- Confirm events, send hiring contracts, keep track of acceptance, and follow up before and after hired events
- Advertise programs, newsletters, Diocese information, and pertinent letters
- Promote, advertise, create, and hire for weekly Mass schedule, holidays, and holy day and week schedule
- Coordinate and advertise online, recorded, online Deaf priest Masses around the states, and interpreted Masses
- Coordinate Bishop's Deaf Palm Sunday yearly event with Bishop's office, hire venue, hire interpreters, plan Mass, ask Deaf community to participate in Mass; readings, Eucharist, and passion, plan dinner, set up venue space, advertise, mail, and gather number of people attending.
- Collaborate and assist with other ministries programs that Deaf community participates with, such as Women and Men's conferences, RCIA, Family and Respect Life programs, and other religious ministries.
- Set up an interpreter in a church, parishes, PCA by meeting with priests, religious coordinator's, music directors, and people setting up the church weekly
- Collaborate with churches, parishes, PCA, ministries, religious coordinators, and financial administrators regarding who hires and pays for interpreters
- Monitor and evaluate respect among parties; interpreters making sure they are respectful to Catholic religion, church, parishes, PCA priest and personal, and meeting the parishioners needs. Likewise, make sure the church, parishes, PCA priest and church personal are respecting the interpreter and Deaf community.

- Establish an interpreting team; people that are on payroll to manage and sub for each other for sick days, medical and family leave, and vacation.
- Keep up with trainings when requested, i.e. IT, NYS, and victims protection
- Collaborate with communication, social media, and the Catholic Sun
- Coordinate website and social media with communication team
- Close caption and interpret videos, DVD, and materials as needed
- Create programs to educate hearing regarding Deaf ministry
- Educate churches, parishes, and PCA understand loop systems
- Assist Hard of hearing and cochlear implants with systems that enhance their hearing; hire and use a loop system available to them during conferences and large group gatherings.
- Educate hard of hearing what their options are at the events or churches, parishes, and PCA
- Check churches, parishes, and PCA for acoustic dead zones, hot and cold spots, and perimeter check
- Order and distribute yearly missalette and other trainings materials as needed
- Work with accounting; Expense reports for your employees and yourself and vendor invoicing
- Prepare half year and full year budget and keep a file of dates of events for budget

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:** Associates degree or above preferred with three to five years related experience or equivalent combination of education and experience.

**Approved:** \_\_\_\_\_  
Employee Date

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Supervisor Date