

Diocese of Nashville

Pastoral Care Coordinator

The Diocese of Nashville seeks qualified candidates for Pastoral Care Coordinator to work in the new Office of Pastoral Care at the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This is a regular full-time position which ensures pastoral presence in health care facilities, prisons, area colleges and universities, and Catholic high schools throughout the diocese. This position oversees support of victims of sexual misconduct against minors and vulnerable adults. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center and requires occasional night and weekend duty and occasional work away from regular office location.

PRIMARY RESPONSIBILITIES

- Assess the demand for chaplain presence, recruit to fill the demand.
- Coordinate chaplain presence at institutions served.
- Facilitate building clearances for chaplains and keep renewals updated.
- Serve as Victims Assistance Coordinator of diocese.
 - Assist victims and survivors of sexual misconduct against minors and vulnerable adults by a priest, deacon, or other church or institution personnel or volunteer.
 - Provide outreach services for healing and restoration for victims and survivors of sexual misconduct against minors and vulnerable adults and their families, and for affected parishes and institutions.
- Prepare and oversee department budget.

EDUCATION AND EXPERIENCE

- Bachelor's degree required, Master's degree preferred.
- A minimum of five years professional experience in Catholic pastoral care.
- Supervisory experience preferred

OTHER SKILLS AND REQUIREMENTS

- Strong written and verbal communication skills, Spanish language skills preferred.
- Demonstrated experience in building positive and enduring relationships with key stakeholders and support resources.
- Reverence for the teachings and practices of the Catholic Church required. Practicing Roman Catholic preferred.
- Working knowledge of civil and canonical laws and regulations.
- Proficiency in the use of Microsoft Office products.
- Availability for occasional work during evenings and weekends.
- Availability for occasional work away from regular office location.

This position includes a competitive salary, based upon qualifications and experience, and an excellent benefits package.

Interested applicants should email a cover letter of introduction and a resume that includes at least three references to: Employment@DioceseOfNashville.com