**JOB SUMMARY:**

The Archdiocesan Consultant for the deaf and hard of hearing is committed to supporting deaf and hard of hearing Catholics in achieving their full inclusion in the life of the Church. This Consultant is responsible for assisting in a wide spectrum of pastoral and sacramental care that includes: evangelization, religious education and formation, preparation for Sacraments, pastoral counseling and spiritual direction, community building, efforts on behalf of peace and justice, and advocacy and support for the particular needs of the Deaf Community.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** (The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

1. Manages day-to-day operations of the ministry office and serves as advocate for the deaf and hard of hearing Catholics across the Archdiocese by
   a. identifying and addressing needs within the Deaf Community
   b. utilizing effective communication mediums for addressing Catholic topics among the deaf and hard of hearing (newsletters, websites, social media, etc.)
   c. developing leaders within the Catholic Deaf Community and
   d. serving as a unifying presence to deaf and hard of hearing Catholics in the Archdiocese

2. Ensures access for deaf and hard of hearing Catholics to classes, liturgies and other gatherings at parishes and at other Catholic organizations by:
   a. assessing the need for English to American Sign Language (ASL) interpreters at liturgies, sacramental celebrations, classes or other events
   b. recruiting and training a sufficiently large corps of interpreters to meet the demand
   c. overseeing the management of requests for interpreters and ensuring the effective assignment of interpreters
   d. providing ongoing formation and encouragement of interpreter corps

3. In consultation with parish pastors, ensures the effective provision of religious formation for the deaf and hard of hearing Catholics (directly through the Office of Deaf Ministry or in collaboration with parishes or other Catholic resources) by:
   a. training of deaf and hearing catechists to assist with formation
b. assisting with sacramental preparation for Baptism, Eucharist, Reconciliation, Confirmation and Marriage

c. assisting at the Rite of Christian Initiation for Adults (RCIA) for deaf inquirers

d. ensuring the provision of religious education classes for Catholic students at Kansas School for the Deaf, area Catholic schools and for groups of deaf adults

e. encouraging deaf and hard of hearing Catholics to participate in retreat programs and day pilgrimages offered by the Office of Deaf Ministry, as well as participation in other spiritual renewal programs across the Archdiocese, such as Cursillo, CRHP, Marriage Encounter, etc.

4. Collaborates with ASL teachers at Catholic high schools to create teaching tools for students and to bring hearing ASL students into contact with deaf students at KSD.

5. Promotes a monthly “Signed” Mass and organizes it by:
   a. assisting the chaplain for the Deaf in preparing for the Mass
   b. recruits, trains and schedules liturgical ministers for the Mass

6. Serves as a social concerns resource and liaison with social service agencies for deaf and hard of hearing persons who need assistance with counseling, family matters, personal needs, marital concerns, etc.

7. Makes pastoral visits to the deaf and hard of hearing who are in healthcare facilities or homebound and trains others to make pastoral visits to the sick and homebound

8. Participates in local and national organizations for the deaf and hard of hearing

9. Collaborates with other consultants in the Department of Parish Ministries

**JOB SCOPE:**

Position encounters a range of situations revolving around the area of deaf services. Duties vary in complexity, the most complex of which may involve teaching the Catholic Faith in the language and culture of the Deaf. Consultant is responsible for developing and implementing ministry objectives. Must be able to perform duties with little or no direction. Position is responsible for decision-making within the ministry office. Contacts are made inside and outside the Chancery Offices, throughout the Archdiocese, and with other dioceses throughout the United States. The Consultant initiates own contacts and serves as a resource to parishes and institutions as it concerns ministry to the deaf and hard of hearing.

**SPECIFIC JOB SKILLS:**

Fluency in American Sign Language and an understanding of the Deaf Community and culture is required. The Consultant should possess basic pastoral counseling skills, the ability to work with both groups and individuals, good writing and verbal skills, as well as the ability to network with others and reach out to those in need. Leadership and managerial skills are also important parts of the job.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor’s degree in Sign Language, Deaf Culture or related field required, Masters preferred
Catechetical experience required, certification preferred
3-5 years ASL interpreting experience required
Maintain active membership in the ICDA and the National Catholic Office for the Deaf (NCOD)
PHYSICAL DEMANDS:
Ability to communicate with deaf and hearing persons. While performing the duties of this job, the employee is required to stand, walk, talk, sit, bend, grasp, and perform repetitive motions of the hands/wrists. This job also requires the employee to view a computer monitor for prolonged periods of time. Occasional lifting of 20 pounds or less.

WORKING ENVIRONMENT:
Work is performed mostly in a standard office setting. Work performed during normal business hours, although extended hours including frequent nights and weekends required.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FIDELITY TO CHURCH TEACHINGS: Since this position is a visible representative of the archdiocesan Church and a key collaborator in catechetical training and formation, it is necessary that the incumbent be a practicing Catholic with a thorough knowledge of the doctrines and teachings of the Catholic Faith, active in the life of the Church, as evidenced by documentable participation in a Catholic parish or Catholic faith community, and leading a life that is consistent with the moral and ethical teachings of the Church as articulated by the Church’s magisterium (teaching office).

SUPERVISES:
Numerous volunteers to include:
- Pastoral Workers with the Deaf, including in the Topeka region
- American Sign Language interpreters and those that schedule interpreters
- Volunteer leaders in the Deaf Community

___________________________
Employee Signature

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Date

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Supervisor Signature

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Date