



Memo

Date: March 2, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Queen of Angels Regional Catholic School is seeking a middle school **literature and language arts teacher** for the 2020-2021 school year. Candidates must have prior middle school teaching experience. Bachelor's degree in middle grades language arts education and teacher certification is required with preference given to candidates with a master's degree. Queen of Angels is a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Jamie Arthur, jarthur@qaschool.org.

The Office for Priest Personnel for the Archdiocese of Atlanta has an immediate opening for part-time **case manager for senior priests**, with the possibility of going full-time. The case manager will be responsible for, but not limited to, home visits, assessments, accompanying priests to routine medical and dental appointments, care management and coordination of care, hospital visits and advocacy, family liaison, coordination of records in collaboration with the senior administrative assistant and funeral planning. Candidates must be practicing Catholics with knowledge of the Catholic Church, its organization and the manner in which it functions. Master's degree in a related field required. Qualifications include prior experience working with a geriatric population as a social worker, counselor, nurse, nurse practitioner, physician's assistant or any other related role; valid driver's license and clear driving record; willingness to spend more than 50 percent of the time traveling (locally); willingness to consent to a background screening, to include educational and licensing verification. Certification with the National Association of Professional Geriatric Care Managers preferred. Individuals will be required to attend Safe Environment training. Qualified candidates may express interest by submitting resume (must include a cover letter with salary requirements) to: The Office of Human Resources, catholicjobs@archatl.com.
No phone calls please.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of March. Thank you.