

R.C. ARCHDIOCESE OF PORT-OF-SPAIN

JOB DESCRIPTION

Department: Catholic Commission for Social Justice

Position Title: Coordinator – Migrant and Refugee Ministry

Position#: **Job Level:** **Reporting to Position#:** **Title:** Chair Catholic Commission for Social Justice

Number of positions Supervised

Date Position Established:

Directly Indirectly

Date Job Description Reviewed:

a. DEPARTMENT OBJECTIVES: To be a fearless voice that will awaken the social conscience of all citizens to eradicate social injustice in T&T and the world and be active participants in bringing about the Kingdom of God here on earth, through our efforts in:

- Social Justice Education and Advocacy
- Promoting people-centered development, and
- Working for the transformation of inequitable structures and systems.

All in keeping with the Social Justice principles of promoting the dignity of the human person, building family life, community and the common good, and standing in solidarity with those in need.

b. POSITION OBJECTIVE:

-To be instrumental in developing a common vision and deepening the Ministry to Migrants and Refugees in T&T, by providing support, guidance and assistance to Parish Ministries for Migrants and Refugees, and to assist in the embracing and enacting of the approach of “Welcoming, Protecting, Promoting and Integrating Migrants and Refugees in each Parish Community.

- To foster the forming of young Catholics for Social Justice advocacy.

c. MAIN RESPONSIBILITIES:

1. To provide assistance to Parishes in establishing Parish Ministries for Migrants and Refugees, ensuring that the Parishes are made aware of the TOOLKIT provided by the AMMR.
2. To assist Parishes with needs assessments of Migrants and Refugees who reside in their particular parish, including the needs of children. (Help in body, mind, soul and spirit – the whole person), and to advise appropriate approaches for responses/ solutions for these needs which may include:
 - The need for referrals to service providers such as attorneys
 - The Need for food, clothing, cash, lodging, jobs
 - Assistance for persons with learning or other disabilities
 - Psychosocial interventions for children, such as safe spaces to study, play and socialize with other children
 - The need for referrals to mental health professionals to address cases of trauma etc.
 - Assistance with education for children
 - Assistance in connecting with appropriate places of worship and/ or communities of faith
 - Assistance/ advice relative to the process of registering and seeking asylum.
3. To maintain Ongoing liaison with the Living Water Community and be the referral point for Parishes in seeking assistance from them, and ensure the effective dissemination of information from LWC and other PMMRs through the AMMR.

***% Impact**

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4. To arrange training for Parishes and Parishioners in migrant and refugee protection, child safeguarding and other support, in collaboration with actors with specific expertise in the particular field, and arrange for assistance of UNHCR to persons wishing to return to their country of origin
5. To develop standardized forms for information gathering and reports, and establish and maintain data bases of PMMRs
6. To organize meetings at Archdiocesan level with all PMMRs at least every four months for the purpose of engaging in discussions, sharing experiences/ ideas, specific training etc., and organizing other meetings with individual parishes or Vicariate Ministries as necessary, and develop a Parish Model Framework for PMMRs (as a supplement to the LWC Toolkit), taking cognizance of learnings from the meetings with the PMMRs.
7. To develop a Vicariate structure for a closer coordination within Vicariates and to monitor, evaluate, strengthen and advance the PMMR ministry, using involvement of volunteers including retired educators and those from the community of Migrants and Refugees who have been living in T&T for a while, and embarking on projects and programmes for authentic integral human development.
8. To pursue research and advocacy (digital) for Social Justice, and the forming of young Catholics for Social Justice advocacy.

* Impact of main responsibilities must total 100%

d. LIMITS OF AUTHORITY:

e. REPORTS TO: Chair Catholic Commission for Social Justice

f. POSITIONS DIRECTLY SUPERVISED: Nil

g. INTERNAL/ EXTERNAL CONTACTS: Parishes, Regional Episcopal Vicars, Living Water Community, the UNHRC, Attorneys and specialists in other disciplines

h. JOB REQUIREMENTS:

Educational Qualifications	Undergraduate degree, preferably in Law,
Training	
Technical Skills	Computer Literate - Proficient in the use of Microsoft Office (Word, Excel, etc.). Expertise in Training
Non-Technical Skills and Abilities	Must be confidential Excellent oral and written communication skills Excellent organizational skills Ability to multi-task Ability to develop and maintain good working relationships at all levels Ability to think ahead and anticipate needs before they arise Confident and able to work on own initiative and with limited supervision
Knowledge	Familiarity with the structure of the Archdiocese of Port of Spain and the Mission of the Church in Trinidad and Tobago
Experience	Demonstrated experience in an administrative/ managerial role requiring tact, judgment and discretion in handling internal and external contact

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Other	Should have a background, or at least strong leaning in at least one of – theology, economics, politics, international relations or Social Work. Must be a committed Catholic who wants to explore the Church’s social justice tradition and think with the Church. Should have some proficiency in Spanish
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PART 2

LIST OF OTHER DUTIES AND RESPONSIBILITIES:

The Job Description (Part 1 and 2) has been discussed with the employee

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Employee’s Signature

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Archbishop’s Signature

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Date