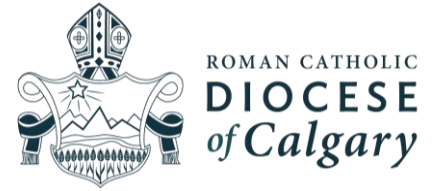


CAREER OPPORTUNITY for Ecclesiastical Tribunal Caseworker (Full-time) Catholic Pastoral Centre



OVERVIEW

The Ecclesiastical Tribunal adjudicates requests for the nullity of marriage. The Tribunal caseworker works on cases of declaration of nullity.

RESPONSIBILITIES

- Work on cases of declaration of nullity of marriage as required
- Preparation of ordinary case correspondence, citation of parties, conduct interviews of parties and witnesses, formulation of the sentences, etc.
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- Conduct Rogatories – the interview of parties and witnesses when other Tribunals ask for assistance
- Instruct Favour of the Faith cases and prepare briefs and recommendations to be forwarded to the Apostolic See after approval by the Diocesan Bishop
- Instruct Pauline Privilege cases as required
- Other canonical duties as required in the Tribunal and Chancery

QUALIFICATIONS

- Minimum 1 year experience in a Tribunal department
- Diploma in Canonical studies or a bachelor's degree in Theology or related experience
- Proficient MS Office Skills (Excel, Word, PowerPoint, Outlook)
- Ability to maintain confidentiality in all aspects of work
- Excellent interviewing and interpersonal skills
- Strong attention to detail and proofreading skills
- Excellent communication skills and listening skills

HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes one-hour unpaid lunch break)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 1 year of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted *until a suitable candidate is found*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.