



**Cardinal Flahiff Centre
Human Resources Department
Praesidium Standards Monitor
Job Description**

Reports to:

Vicar General – Congregational Financial Officer

Position Summary

The Superior General and the General Council appoint the Praesidium Standards Monitor. The PSM reports directly to the Vicar General and communicates frequently with the Superior General. The Praesidium Standards Monitor is responsible for ensuring that The Basilian Fathers meet Praesidium Standards.

Qualification

1. Post secondary diploma in Administration, Accounting, Legal or similar.
2. Strong organizational skills, detail oriented.
3. Strong interpersonal and communication skills, works well with others.
4. Excellent grasp of English grammar and spelling.
5. Computer skills are an asset.

Responsibilities

1. Provide assistance to the Vicar General.
2. Works with Vicar General to ensure that the Praesidium Standards are being met by the entire Congregation and our ministries, especially in Canada and United States.
3. Maintains connection with Praesidium regularly to keep informed, to correspond with the staff for clarifications and directions, to monitor on-line learning program required of members of the Congregation.
4. Help to prepare for the Audit process by assembling necessary documents and files.
5. Work with Superior General and the Congregational Secretary to assure that all Standards specific to his position are being met.
6. Communicate from time to time with the General membership of the Congregation to assure that they are fulfilling the Standards that pertain to them.
7. Maintain file system and procedure manuals.
8. Make calls and complete documentation.
9. File and maintain all confidential information.
10. Employee orientation, development, and training logistics and recordkeeping.
11. Coordination with the Curial office for administration matters.
12. All other duties as assigned.

Performance Competencies and Criteria

1. Must treat all information on a full confidential basis.
2. Files are maintained on a timely basis and in accordance with management record system.
3. The ability to work collaboratively with the members of the congregation and the staff.
4. Prioritize and organize workload.
5. Shall include factors related to the process of doing the job, as well as achievement standards related to tasks as set out in the job description, annual major objectives and special assignments.

Hours of Work

1. 10 to 20 hours weekly.

2. The position has an unpaid 1/2 hour lunch break.