

**Transportation Aide to Retired Priests**  
**Archdiocese of Galveston-Houston**  
**Clergy Pastoral Outreach Ministry**  
2403 Holcombe Boulevard  
Houston, TX 77021

**SUMMARY:**

The Archdiocese of Galveston-Houston seeks a compassionate and responsible person to be an Aide to Retired Priests. This position will provide coordination and transportation services to retired priests, who may be ill, cognitively impaired, or physically disabled. In addition, the Transportation Aide to Retired Priests will assist and support retired priests with their physical, emotional, spiritual, social, and financial concerns through active listening providing a clear written summary to the Director for follow up. Applicants must be compassionate, patient, well groomed, with excellent communication skills both oral and written. This position could have access to and regularly works with information of a highly confidential nature and ability to maintain confidentiality is critical. This is a full-time, 40 or more hours per week, 12-month, benefits eligible position. This position requires a practicing Catholic in good standing with the Church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Drive retired priests to healthcare appointments, physical therapy, shopping trips, and all approved transportation needs.
- Complete required paperwork after each trip including the transportation log of where retired priest is being transported, the purpose of the trip, beginning and ending mileage, and the total mileage for each trip.
- Maintain the electronic calendar.
- Communicate, in advance, appointments with the Maloney Hall nurses' station in preparation for appointments.
- Supports retired clergy by listening, helping with activities of daily living which may include aiding with personal items such as tv, computer, telephone, walker, wheelchair, and other needs.
- Monitor and keep organized living spaces to keep free of fall risks.
- Assist taking retired priest to daily mass.
- Physical stamina is necessary to regularly lift and/or move up to 50 pounds and occasionally lift/or move up to 75 pounds.
- Responsible for the upkeep of the retired priest's transportation vehicle making sure it is clean, fully fueled, registration and tags remain current, and maintenance and safety checks are performed on the vehicle as required.

**EDUCATION AND EXPERIENCE:**

Minimum of High School Diploma with some college preferred. Driver must be at least 21 years old, have a clear driving record; must have a valid Texas Driver's License. Willingness to submit to random drug and alcohol tests. Experience working with the elderly is a plus.

Suitable applicants may send resume, contact letter, and minimum hourly rate\* to [resume@archgh.org](mailto:resume@archgh.org) with Transportation Aid to Retired Clergy on the subject line.

*\*Applicants who do not include minimum hourly rate may not receive further consideration.*