

Ministry/Work Placement Statement of Agreement

1. The St. Joseph Worker (SJW) will be a full-time volunteer/worker and will start on Monday, August 16th, 2004 and end on or before Friday, June 24th, 2005.
2. The SJW will be given time off for established holidays and for retreat days that are part of the St. Joseph Worker Program.
3. The SJW will be given on orientation to the ministry/work site, a clear job description, and be provided direct supervision by an on-site supervisor.
4. The SJW will do community development activities as part of each placement. This community development component will be developed with each ministry/work placement as a part of the goals and objectives for the SJW (see attachment).
5. The Director of the St. Joseph Workers Program will visit each ministry/work placement site to ensure a good working relationship between the SJW and the ministry. The Director will facilitate formal evaluations of the SJW and the ministry/work placement at mid and end points of the year.
6. Each SJW will receive a monthly living allowance, room, board, health and liability insurance, and transportation to and from work paid by the St. Joseph Workers Program. Any expenditure incurred by the SJW or ministry/work placement that is work related will be covered by the ministry/work placement.
7. The ministry/work placement will interview and do any additional screening of the SJW in accordance with its own requirements.

Please sign and return with the following attachments to:

**St. Joseph Workers Program
1884 Randolph Ave
St. Paul, MN 55105-1700**

- 1) Agency brochure
- 2) Agency annual report
- 3) Position description
- 4) Application and any attachments to application

Organization _____ **Date** _____

Signature _____ **Position Title** _____

St. Joseph Worker **1884 Randolph Ave St Paul MN 55105**

Ministry/Work Placement Application

Name of Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Website: _____

Please feel free to attach answers

1. Please describe the mission of your organization and the general objectives of the program in which the St. Joseph Worker (SJW) would be working:

2. Please attach a job description detailing the general duties the SJW might have. What qualities are important for the SJW to have in order to do this job well?

3. What would the work week look like for the SJW? Would there be any night or weekend hours? (If yes, please describe).

4. Who would supervise the SJW? What is this person's role or title?

5. What is the size of your organization? (Number of full time staff and volunteers).

6. Do you have a screening process (such as a criminal background check) that the SJW would need to go through before volunteering/working at your ministry? If so, please describe this process.

7. Please estimate the percentage of time that the SJW's job will be divided among the following:

_____ Direct, in-person service to clients	_____ Office/administrative work
_____ Advocacy	_____ Teaching/public education
_____ Community development/building	_____ Other

Sisters of St. Joseph of Carondelet
St. Paul Province
St. Joseph Workers