



Job Title: Safe Environment Coordinator

Written: 10/25/24

Location: Catholic Center

Office: Safe Environment

Responsible to: General Counsel

FLSA Code: Exempt (Salaried)

I. JOB SUMMARY

Under the supervision of the General Counsel/Office of Diocesan Legal Counsel, and in accordance with established policies and procedures of the Columbus Diocese, manages and monitors functions related to Diocesan safe environment programs. Provide consultative services and recognizes the value of financial data in planning and operational control. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Office.

This job description reflects assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

III. ESSENTIAL JOB RESPONSIBILITIES

1. Oversee the Safe Environment Program for the Diocese.
2. With support from the Chancery and Diocesan Legal Office, will apply relevant federal, state, local, and/or canon law to create and revise guides and courses of training, to ensure safe environments for the protection of minors throughout the Diocese.
3. Train new safe environment facilitators for Diocese.
4. Coordinate scheduling of facilitators for parish/school/agency employees and volunteers. Facilitate sessions personally when required.
5. Host and attend conferences, Protecting God's Children® Awareness 4.0. (PGC) sessions, meetings with the General Counsel, etc.
6. Develop and coordinate advocacy literature and events with support of appropriate diocesan offices.
7. Assess program and training continuously by analyzing feedback from VIRTUS course attendees and/or facilitators, and relaying such feedback to VIRTUS. Educate local staff, volunteers and employees about the requirements for completing VIRTUS online training – Protecting God's Children® Awareness 4.0.
8. Assess and collaboratively develop new programs and initiatives as needed.
9. Maintain Diocese-wide database tracking of all VIRTUS training (live, on-line, printed material).
10. Maintain Diocese-wide database tracking all criminal background checks of those working with minors (live, on-line, printed material).
11. Conduct annual audits (parish/school self-audits, on-site visits to selected parishes/schools, preparation of audit report to USCCB).
12. Assist in the implementation and continued development of safe environment and other relevant policies.
13. Perform miscellaneous duties as assigned by the General Counsel.
14. Investigate issues and matters relating to use of Selection.com reports of criminal background checks as they arise and advise the Legal and other Diocesan offices of the same as needed.
15. Assist with investigations and advise and/or issue reports to diocesan offices, parishes, schools, and agencies regarding safe environment issues and matters as needed.
16. Regular attendance and punctuality is essential for this job.

IV. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. The successful candidate will need to pass competencies for this position.
4. Performs other duties as assigned.

5. Occasional travel and irregular hours, including nights and weekends.
6. Assists with certain youth ministry/young adult programs and events:
7. Participates in Office and Departmental meetings and events

V. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required but are not all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: Bachelor's degree is required; background in law enforcement, risk management, incident investigation would be ideal but not required. Additionally, professional development is mandatory to remain current in best educational practices; certified Trainer by VIRTUS as a facilitator.

Experience: At minimum, one-year related job experience is required.

Job Related Skills: Ability to communicate effectively both in written format and oral presentation; ability to maintain organization, multi-task and establish priorities; exhibits initiative, responsibility and flexibility; ability to research issues using expert materials available on the Internet; requires excellent analytical skills and concern for details and must be proficient in MS Office software – Word, Excel, and Powerpoint.

Interpersonal Skills: Excellent oral and written communication and human relation skills when dealing with co-workers, students, families and the general public.

Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports, legal documents or government regulations; ability to respond to common inquiries or complaints from clients, regulatory agencies or members of the business and general community at large.

Mathematical Skills: Ability to perform basic accounting functions using automated system; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; ability to manipulate, interpret, and analyze numbers.

Reasoning Skills: Ability to communicate sensitive information; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret a variety of technical instructions in mathematical or diagram form.

Work Environment: The ability to obtain and maintain all information in a highly confidential manner.

VI. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance. The strength rating is expressed by the following:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy.

Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

Notwithstanding any of the above, volunteering while an Employee is an independent decision and action of an Employee and, as such, is not a requirement of employment at the Diocese whatsoever.