

**DIOCESE OF DAVENPORT  
POSITION DESCRIPTION  
SAFE ENVIRONMENT LOCAL DESIGNEE**

**BASIC FUNCTION**

**EXEMPT POSITION**

The Safe Environment Local Designee is responsible for the oversight, operation, and maintenance of the Diocesan Safe Environment Program which includes compliance monitoring and reporting.

**ORGANIZATIONAL RELATIONSHIPS**

A. Line

1. Responsible to the Pastor/PLC and/or Principal for the successful performance of assigned duties.

B. Lateral

1. Assists and coordinates with the other staff to ensure the successful performance of assigned job duties and responsibilities.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Provide contact information to the Diocese of Davenport.
- Contact person for parish/school personnel and volunteers.
- Provides contact information within the parish/school, parish/school website and materials.
- Has read and familiar with the Diocesan Polices Relating to Sexuality and Personal Behavior.
- Attends webinars/in-person training conducted by the Diocese of Davenport annually
- Be familiar with the VIRTUS database and SE requirements.
- Oversees the implementation and maintenance of all Safe Environment Programs instituted by the Diocese of Davenport
- Keeps up-to-date on information provided by the diocese ex: instructions, changes, emails, etc.
- Communicates status of parish and/or school to Pastor/PLC and/or Principal on a regular basis.
- Ensures the proper instructions are provided to employees/volunteers on completing VIRTUS/ESR.
- Ensures that all parish and/or school staff and volunteers understand the responsibilities of mandated reporting of child and vulnerable adult abuse.
- Monitors parish and/or school compliance with the Safe Environment Program and background/credit screening.
- Facilitates internal training for leaders in parish/school on the Safe Environment Program and requirements; Ex: DRE's, Youth Ministers, Scout Leaders, Coaches, etc.
- Establishes and maintains an internal audit system to ensure the parish and/or school complies with the USCCB and Diocesan annual audit requirements.
- Renewals are done in a timely manner. Ex: training annually and background checks every 5 years.
- Maintain previous hard copy documents in a locked cabinet at the parish/school.
- Making sure the DRE/Youth Minster/School Religion Teacher/etc. have the correct required training materials for students K-12.
- Contacts the Safe Environment Coordinator at any time an issue arises and documents the information internally.

- In the spring, complete the required audit instrument provided by the Diocese of Davenport.
- Working with the Pastor/Principal for assistance if needed for those not compliant.
- Be familiar with the diocesan website to find resources.
- Confidentiality is very important.

## **STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to areas of responsibility.
- B. Excellent oral and written communication skills.
- D. Interpersonal professional relationships, both internally and outside the parish and/or school which encourage openness, candor and trust.
- E. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- F. Flexibility in performing designated duties.
- H. Meet or exceed development objectives established in budgetary process.

## **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to areas of responsibility.
- B. Ability to utilize technology relative to performance in the areas of responsibility.
- C. Ability to perform designated duties under time pressure.
- D. Willingness to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

## **WORKING CONDITIONS**

This position involves office work of a professional nature and travel to parishes and schools throughout the diocese.

## **EDUCATION, TRAINING AND EXPERIENCE**

- A. Assertive personality, patient, responsible, committed, able to deliver the message in a strong and consistent manner.
- B. Familiar with Church administrative and organizational structures.
- C. Demonstrates organizational skills and the ability to work independently.

- D. Demonstrates working knowledge of all Microsoft programs, especially Microsoft Excel, Word Access, Outlook, and Internet.
- E. Knowledge of VIRTUS/ESR program.
- F. Attention to detail and ability to multi-task.
- G. Excellent written and verbal communication skills.

**OTHER CONSIDERATIONS**

- A. The position can expect an evaluation in the first six months of employment by the appropriate line of organizational relationship, with annual evaluations thereafter.
- B. Salary considerations will be commensurate with education and experience.

SAMPLE