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.