

The Cities of God

Human Resources/Safe Environment Coordinator

Job Description

PARISH:	Parish Grouping 444 The Cities of God
OFFICE:	St. Ferdinand Parish (Cranberry Township) St Gregory Parish (Zelienople) Holy Redeemer Parish (Ellwood City)
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

JOB TITLE:	Human Resources/Safe Environment Coordinator	
NAME :	Click here to enter text.	DATE: Click here to enter a date.

Pay Grade: Non-Exempt

Days/Week: Mon - Fri
Office Hours -
8:30am - 5:00pm

Reports to: Business Manager

Minimum Qualifications:

EDUCATION:	Bachelor's degree or equivalent certification in Human Resources Management, Business Administration, or related field; Willingness to participate in database information training; Willingness to participate in training of the policies and procedures of the Diocese of Pittsburgh.
EXPERIENCE:	Two+ years related experience working in the human resources field; Experience involved in administrative tasks such as policy administration, payroll processing, benefits administration, and performance management. Experience working with the public and handling issues/complaints in a diplomatic manner.
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> • Practicing Catholic, faithful to the Magisterium, and in good standing with the Catholic Church; • Successful completion of the Diocesan Safe Environment process; • Excellent interpersonal, verbal, and written communication skills; • Excellent telephone skills; • Ability to anticipate needs, establish priorities, project a positive attitude, and exercise a high level of professionalism; • Highly organized and efficient worker; skilled at multi-tasking; • Willing to take initiative and work independently when needed;

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	<ul style="list-style-type: none"> • Working understanding of human resource principles, practices and procedures; • Excellent time management skills with a proven ability to meet deadlines; • Excellent decision making skills; • Positive and personable demeanor; • Ability to handle stressful situations; • Excellent collaborator; • Understanding, empathetic and relatable; • Professional integrity and sense of responsibility and accountability; • Reliable and personable; enjoy working with a diverse range of individuals and ensuring employee requirements and needs are met first; • Proficient in Microsoft Office Business Suite (Word, Excel, Outlook); • Working knowledge of clearance forms (i.e. PA State Police criminal record check, DHS child abuse certification and FBI clearance); • Ability to understand the policies and procedures of the Diocese of Pittsburgh and be able to explain them to others; • Able to maintain and protect confidential information; • Able to attend diocesan training and meetings as required; • Able to work at all parish sites; • Able to travel to Diocesan and parish sites as required.
SUMMARY OF JOB:	<p>The Human Resources/Safe Environment Coordinator, under the direction of the Business Manager will help organize, coordinate and carry out all human resource processes for the parish along with ensuring that anyone employed or volunteering in the parish/school has completed all required training and attained all necessary clearances. This position works to promote the understanding of Safe Environment in its broadest scope.</p> <p>The Human Resources/Safe Environment Coordinator will assist the Business Manager to fulfill a variety of necessary human resource tasks. This includes policy administration, payroll processing, benefit administration, performance management, and recruitment. This position will also help maintain positive employee relations and work to ensure employee satisfaction through education of human resource policies and by fostering a positive work environment. The Human Resources/Safe Environment Coordinator should be highly organized, detail-oriented and most importantly, personable and approachable.</p>
ROUTINE DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Work directly with and report to the Business Manager regarding all HR endeavors; • Support Business Manager in educating employees on and enforcing company policies;

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	<ul style="list-style-type: none">• Assist senior managers in the full hiring process of employees, including recruitment, interviews, verifying work-history and references;• Help with new-hire procedures, including organizing employee orientation, creating new employee files, administering personnel manual, and ensuring all necessary paperwork is properly filled out and submitted to appropriate persons;• Organize, maintain and update employee personnel files and information as needed;• Track benefit plans, including health care, retirement, Workers Comp, etc.;• Prepare materials and help organize employee performance reviews;• Upon terminations finalize all employee termination procedures, including advising employees on their rights and any benefits they are entitled to;• Present any new or additional training materials to employees;• Help ensure payroll processes are correct;• Foster positive employee relations and work to solve any employee issues that surface;• Make sure all employee records are filed correctly and kept confidential;• Abide by parish enforced human resource processes and current employment laws and regulations;• Under the leadership of the Business Manager, be a vital source of human resources information, answering any questions employees may have;• Support any other special projects the Business Manager and Pastor/Administrator needs assistance with;• Maintain the parish secure database of persons who meet all diocesan requirements: employee or volunteer;• Maintain tracking and reporting compliance of parish and school with regards to Safe Environment policies and procedures, ensuring the data is complete and accurate;• Keep diocesan safe environment materials organized in one central and secure location;• Access the central database on a regular basis to track status of applications, assign status based on diocesan policy, generate reports, etc.;• Help employees/volunteers with questions about the application including user IDs, passwords, incomplete applications, etc.;• Enter into central database dates of completed safe environment training and clearance reports for staff and volunteers;
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	<ul style="list-style-type: none"> • Assign a status (approved, restricted, or rejected) to all new applicants based on diocesan policy; • Facilitate arrangements for Protecting God’s Children and Mandated Reporter training held on site (i.e. room, equipment, supplies, trainer, etc.); • Understand the policies and procedures of the Diocese of Pittsburgh and be able to explain them; • Know what procedures to follow in the case of a suspected incident of child abuse based on diocesan policy; • Provide, on a need to know basis, the status of individuals in the data base to others at the parish; • Monitor compliance within the parish with the diocesan safe environment policy and make recommendations when needed; • Inform all applicants that employment or volunteering cannot commence until all results of background checks are received and approved by the Diocese of Pittsburgh and the Administrator; • Notify the diocesan Office for the Protection of Children and Young People when employees are terminated, retire or otherwise leave employment or their volunteer position; • Know the requirements of the Pennsylvania Child Protection Services Law (CPSL) for mandatory reporting of suspected child abuse and communicate those requirements in writing to all parish staff in direct contact with children under the age of eighteen; • Maintain strict confidentiality of all personal information obtained in writing or communicated verbally; • Share Safe Environment “Quick Statistics” with Pastor/Administrator monthly; • Plan for ongoing collaboration with ministry heads.
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<p>OTHER DUTIES:</p>	<ul style="list-style-type: none"> • Additional responsibilities as assigned, including but not limited to, providing administrative and clerical assistance to other parish staff as needed. • Signing an Acknowledgement of this job description upon acceptance of an offer of, and as a condition to, employment providing that the employee has read, understands and agrees to the requirements set forth in the job description. • Agreeing to and signing the standard Pastoral Conduct Manual and the attached document, containing what is commonly referred to as the Cardinal’s Clause, upon acceptance of an offer of, and as a condition to, employment with the Parish.
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