

Victim Assistance Coordinator

Title : Victim Assistance Coordinator

Responsibilities:

- To serve as primary point of contact between the church and victims reporting allegations of sexual abuse by clergy.
- To serve as a resource to individuals seeking guidance in reporting abuse or obtaining therapy services
- To document reported allegations and forward documentation to the Diocesan Child Protection Office
- To maintain communication with the Diocesan Office of Child Protection and individuals seeking support or reporting allegations.

Job Description:

The Victim Assistance Coordinator shall provide outreach to victims of clergy sexual abuse through:

- Receiving / returning phone calls from individuals reporting allegations or requesting services in a timely manner.
- Providing information to individuals seeking guidance in reporting abuse or finding therapy services.
- Documenting allegations of abuse by clergy.
- Submitting documented allegations to the Diocesan Child Protection Office.
- Maintaining necessary communication with individuals regarding abuse allegations and requested services.
- Maintaining communication with the Diocesan Child Protection Office.
- Participating in evaluation procedures mandated by the Diocesan Child Protection Office and the United States Conference of Catholic Bishops.
- Providing feedback regarding effectiveness of outreach.

The Director of the Diocesan Child Protection Office shall coordinate Victim Assistance Ministry. Consultation, guidance, professional support and training will be provided to the Victim Assistance Coordinator by the Diocesan Office of Child Protection.