



Director of Child & Youth Protection

The Director of the Office of Child and Youth Protection is responsible for implementing, overseeing, and maintaining programs and policies in accordance with the USCCB's Charter for the Protection of Children and Young People. This office represents the Bishop of Santa Rosa in efforts to create a compassionate and healing place for victims of clergy sexual abuse and to ensure a safe environment for children, young people and vulnerable adults in the Diocese of Santa Rosa.

Title: Director of Child & Youth Protection

Reporting to: Bishop of Santa Rosa

Status: Exempt

Hours/Schedule: Full-time; 35+ hours/week

Supervisory Duties: Administrative support personnel

Benefit Eligibility: Medical, dental, vision, vacation, holiday, sick time, wellness, life insurance, and retirement

ESSENTIAL FUNCTIONS

Leadership & Administration

- Develops and oversees the implementation of diocesan policies related to the USCCB Charter for the Protection of Children and Young People.
- Trains local Safe Environment Coordinators at parishes, schools and other diocesan entities in current policies and requirements.
- Attends all meetings of the Diocesan Review Board as a consultant, prepares and presents reports and updates at each meeting.
- Collects and provides all necessary documentation for annual USCCB audit and acts as diocesan point of contact for auditors.
- Collects data and submits required information for annual Center for Applied Research in the Apostolate Annual Survey of Allegations (CARA).
- Participates in the National Child and Youth Protection Catholic Leadership Conference, including hosting and planning with other California dioceses in rotation.
- Participates on National Committees as requested.
- Prepares a monthly column for the North Coast Catholic.
- Prepares and oversees annual budget for the office.
- Communicates with other Ministry/Department leaders about changes in policy and other concerns related to the protection of children.
- Responds to requests to speak as appropriate.
- Supports the mission and values of the Diocese and embraces the philosophies and teachings of the Catholic Church.

- Be a role model for integrity, responsibility, transparency, ethical behavior and managerial excellence that supports the mission of the Diocese.
- Performs other related duties as assigned by the Bishop.

Victim Assistance

- Represents the Bishop in compassionate outreach to victim/survivors of clergy sexual abuse.
- Provides support and services for survivors of sexual abuse by clergy, religious or church workers in the Diocese of Santa Rosa.
- Meets with victims of abuse to assess personal needs and preferences for treatment.
- Coordinates support services, resources or other services, oversees the therapeutic process and approves payment.
- Establishes time limits for services in consultation with the Bishop and the Diocesan Review Board.
- Maintains contact with the victim throughout the counseling and healing process.
- Acts as the Victim Advocate in the Diocesan Independent Compensation Program (ICP).
- Ensures the proper documentation and maintains files for all participants in the ICP.
- Arranges visits or meetings for victims with church officials of the diocese if appropriate.
- Regularly participates in meetings or telephone calls scheduled by the California Catholic Conference for Victim Assistance Coordinators of the dioceses of California.
- Participates with California diocesan Victim Assistance Coordinators to create and provide retreat opportunities for victims of clergy abuse of the Diocese of Santa Rosa.

Safe Environment

- Oversees background screening of adults whose duties include contact with minors.
- In collaboration with Human Resources and on-site Safe Environment Coordinators, works to ensure all newly hired personnel fulfill safe environment requirements.
- Acts as CA DOJ Custodian of Records and Diocesan point of contact with the DOJ.
- Facilitates and supports internal investigation process relating to child abuse allegations involving church personnel.
- Creates, selects and provides online and in-person educational training programs, presentations and resource materials to diocesan entities.
- Creates, selects and provides a training program for children in sexual abuse prevention.
- Maintains relationships with site Safe Environment Coordinators across the diocese to monitor, oversee, and ensure compliance to diocesan policies.

- Assists church and school personnel in responding to the mandates of The Charter.
- Keeps abreast of best practices and trends in Safe Environment programming and practices.
- Provides access to fingerprinting/live-scanning opportunities.
- Works with pastors to be informed of the importance of Safe Environment programs.
- Participates in regular meetings with California diocesan Safe Environment Coordinators for updates in changes on a state and national level.
- Keeps the Bishop informed of department activities.
- Collaborates with Chancery staff and diocesan personnel to maintain the integrity of the Safe Environment database.

Education and Experience Preferred

- Degree in Counseling, Education, Human Resources, Social Work or another related field;
- Minimum 5 years experience with victims of sexual abuse and/or knowledge of trauma informed care;
- Leadership and management competencies in for profit or nonprofit agencies;
- Experience in program development and implementation;
- Skilled negotiator;
- Knowledge of and experience with the implementation of the Charter for the Protection of Children and Young People;
- Preferred work experience working in the Catholic institution; and
- Preferred understanding of civil and canon law related to child sexual abuse.

Knowledge Skills and Abilities

- A commitment to and understanding of the mission and teachings of the Roman Catholic Church;
- Appreciation of confidentiality;
- Experience with program evaluation;
- Computer skills;
- Ability to travel within the geographic region of the Diocese of Santa Rosa, within the state of California and nationally for meetings;
- Communication skills including listening, engaging, and building rapport with people;
- Both process and results oriented;
- Flexible, yet driven;
- Strong writer and editor;
- Comfortable working independently and as a member of a team; and
- Travel is required in order to meet department goals.

Essential Physical Functions

- Sitting/standing at a desk for an extended period of time, squatting, and/or using a step ladder;

- Using a mouse and keyboard for an extended period of time;
- Requires ability to sit/stand up to 7 hours per day with intermittent occasional walking and bending; and
- Rarely may be required to lift up to 20 pounds to a height of 4 – 5 feet or carry 20 pounds up to 20 feet.

This job description is provided as a general summary of common duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

Review date: _____

Supervisor Signature: _____

Employee's Signature: _____

(My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my supervisor or a Human Resources Department representative)

Human Resources Signature (if applicable): _____