



Director of Safe Environment

The Office of Safe Environment (SE) Director is responsible for oversight, operation, and maintenance of the Diocesan Safe Environment Program which includes conducting trainings, program operations, background checks, fingerprint checks, compliance monitoring, and reporting. ***Position is security sensitive that requires extreme confidentiality. Work duties include using an array of business software applications (e.g., Microsoft Office, word processing, presentation and spreadsheets/databases).***

- Directs with the implementation of all Safe Environment Programs instituted by the diocese for the protection of minors and vulnerable adults.
- Responsible for assisting in assessing the implementation of the overall policies and procedures for the protection of minors and vulnerable adults in accordance with the United States Conference of Catholic Bishops (USCCB) Essential Norms, the Charter for the Protection of Children and Young People and the Office of Safe Environment.
- Maintains data collection systems/databases for tracking and reporting compliance of all parishes/schools.
- Assists all parish clergy, diocesan staff, employees and volunteers with the understanding and responsibilities of mandated reporting of child and vulnerable adult abuse.
- Maintains a close working relationship with all diocesan priests, school principals, leaders, and Agents of the Church.
- Maintains regular communication with designated Safe Environment Program Coordinators, Trainers, Site Administrators.
- Schedules and plans of seminars for all diocesan parishes and schools.
- Monitors parish and school compliance with Diocesan Safe Environment Program.
- Responsible for scheduling and securing documentation of Diocesan Review Board Briefings/Meetings/Trainings and provide updates as required.

QUALIFICATIONS AND SKILLS

- Bachelor's Degree (communications, social work, criminal justice or psychology preferred), or at least five years of relevant experience working directly with youth/vulnerable adults, social services, or other related fields.
- Must be a practicing Catholic and in good standing with the Church.
- Bilingual with the ability to read, write and speak Spanish is preferred.
- Personal automobile insurance with 100/300/50 coverage limits required.

HOW TO APPLY (Documents will be accepted until position is filled)

- Submit completed Diocese of Victoria Employment Application found at: <https://www.victoriadiocese.org/current-job-postings>, Résumé, with three (3) professional references and contact information to: **Melissa Salinas, Director of Human Resources**, by:
 - Email: msalinas@victoriadiocese.org
 - Mail: P.O. Box 4070, Victoria, TX 77901
 - In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901
 - For Questions: (361) 827-7177

Applicant must clear Texas/National Background Check, Fingerprint and Driving Check in order to be considered.