

ARCHDIOCESE OF SEATTLE

POSITION TITLE: Parish/School Safe Environment Coordinator

GENERAL SUMMARY OF ESSENTIAL PURPOSE:

Provides administrative support for the Safe Environment Program of a parish or school. Assures that the parish and/or school is in compliance with the Archdiocesan Safe Environment Program Policies and requirements. Serves as the location *contact* for the Archdiocesan Safe Environment Office.

ESSENTIAL POSITION DUTIES:

1. Serves as an information resource to employees, volunteers and/or school families, assuring that all persons inquiring about the Safe Environment Program are responded to efficiently and courteously and are provided with the information they need.
2. Provides primary administrative support for the Safe Environment Program. Serves as the Safe Environment Coordinator for location specific employees/volunteers.
 - i. Schedules *Protecting God's Children* foundation courses in tandem with the facilitator.
 - ii. Answers all email, phone calls and other inquires in a timely and accurate manner.
 - iii. Ensures that the location is staffed with two trainers to teach the Virtus *Protecting God's Children* foundation course to all new employees and those volunteers who are required to be Safe Environment certified.
 - iv. Ensures all employees are current and up to date on their Safe Environment requirements:
 - a. Current background check (renewed every three years).
 - b. Enrolled in and completed *Protecting God's Children* foundation course within 90 days of hire or start of volunteer work.
 - c. Has signed the Safe Environment Policy acknowledgment.
 - v. Creates a system for maintaining confidential and secure files and records associated with the parish/school Safe Environment Program.
3. Ensures that a **monthly** compliance report is downloaded from the Virtus database and checked for accuracy and consistency of all data.
4. Ensures that the location has completed and filled out a ***Compliance Form*** at the end of May and returned to the SEP Office with the signature of the pastoral leader/principal certifying that their location has met all the requirements of the Archdiocesan Safe Environment Program.

ESSENTIAL QUALIFICATIONS:

1. Experience:
 - a. At least 3-5 years administrative experience
 - b. Proficient in MS Office tools, particularly Word, Excel and Access
2. Other Elements:
 - a. Excellent communication skills by phone and in person and the ability to exercise a high degree of independent judgment.
 - b. Detail oriented with a high degree of accuracy.

- c. Ability to maintain high level of discretion and handle details of a confidential nature.
- d. Ability to work independently as well as in a team.
- e. Excellent organizational skills and the ability to prioritize and multi-task

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____