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DIOCESE OF CHARLOTTE

# Job Description

**POSITION TITLE:** Safe Environment Coordinator  
**DEPARTMENT:** Risk Management  
**REPORTS TO:** Manager of Risk & Insurance  
**FLSA:** Non-Exempt

## POSITION SUMMARY:

Under the supervision of the Manager of Risk and Insurance, the Safe Environment Program Coordinator is responsible for overseeing and maintaining all programs and policies in accordance with the USCCB's Charter for the Protection of Children and Young People. This position is responsible for the recordkeeping for diocesan safe environment programs; coordinates with local coordinators to ensure database accuracy; provides support to local coordinators on safe environment procedures and policies; and provides support for other Risk Management department activities as assigned.

## ESSENTIAL FUNCTIONS:

- Oversees the implementation of diocesan policies related to safe environment in the USCCB's Charter for the Protection of Children and Young People.
- Provides support to local Safe Environment coordinators at parishes, schools and other diocesan entities on current policies and requirements including USCCB requirements.
- Functions as primary liaison with Local Safe Environment Coordinators to implement the diocesan Safe Environment programs.
- Coordinates with local coordinators to ensure database accuracy.
- Assist locations with communicating Safe Environment training and mandatory abuse reporting information.
- Provides guidance to Local Safe Environment coordinators to maintain the safe environment database: validates training records are up to date, verifies compliance, and corresponds with safe environment personnel as needed.
- Communicates with other Ministry/Department leaders about changes in policy and other concerns related to the protection of children.
- Consults with Background Check Coordinator when necessary to ensure all employees and volunteers are properly screened.
- Provide content and updates for the Diocesan Nimbus site and external website for the safe environment program.
- Attend National Child and Youth Protection Catholic Leadership Conference, and other offered national level workshops to maintain up to date knowledge of the USCCB Charter for the Protection of Children and Young People. Remain up to date on safe environment training/education.
- Assist in updating policies and procedures as needed.



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- Complete Chart C/D of the USCCB Annual Audit, with appropriate and accurate documentation required.

## **OTHER RESPONSIBILITIES:**

1. Other duties as assigned by the Manager of Risk and Insurance.

## **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Bachelor's degree required or a minimum of two years relevant experience.
- Excellent verbal and written communication skills.
- Experience in effective public speaking/presentations.
- Excellent interpersonal skills.
- Effective time management skills with the ability to work on multiple projects simultaneously.
- Strong problem-solving skills.
- Ability to develop effective education materials using a variety of live and remote training.
- Excellent computer skills, including Microsoft Office programs and Teams.
- Ability to maintain strict confidentiality.
- Knowledge of Diocesan Safe Environment program, USCCB compliance and audit requirements and VIRTUS database administration (Preferred)
- Prior USCCB Safe Environment experience (Preferred)
- Bilingual in Spanish (Preferred)

**WORKING ENVIRONMENT:** *Environment consists of a regular office setting. Requires some evening and weekend work, and occasional travel.*

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Includes 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. 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.*