

# **SAFE ENVIRONMENT COORDINATOR – JOB DESCRIPTION**

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**JOB TITLE:** Safe Environment Coordinator

**PARISH:** \_\_\_\_\_

**JOB CLASSIFICATION:** Part-Time

**EMPLOYMENT STATUS:** May be an existing employee to whom these duties are added, may be a new employee hired specifically for this position, or may be a volunteer based on the needs and circumstances of the parish.

**HOURS PER WEEK:** Will vary. Initially, while the database is being established, more time will be required, the exact number of hours depending on the size of parish and the number of Church personnel (employees and volunteers) who have regular contact with children. Once the database is established, the number of hours per week to maintain the database will decrease significantly.

## **MINIMUM QUALIFICATIONS:**

### **Education & Training:**

- High School diploma or equivalent
- Willingness to participate in database information training
- Willingness to participate in training in policies and procedures of the Diocese of Pittsburgh

### **Experience:**

- Catholic in good standing
- Over 21 years of age
- Successful completion of safe environment training and background clearances

### **Knowledge and Skills:**

- Ability to enter and retrieve information from an internet-based computer database
- Good verbal and written communication skills
- Working knowledge of clearance forms (i.e. Pa. State Police Criminal Record Check, DPW Child Abuse Clearance)
- Ability to understand the policies and procedures of the Diocese of Pittsburgh and be able to explain them to others.

**REPORTS TO:** Pastor/Administrator/Parish Life Collaborator

**SUMMARY OF JOB:** Works closely with pastor/parish administrator/parish life collaborator and other key staff (i.e. principal, catechetical administrator, pastoral associate) to ensure that anyone in the parish having regular contact with minors (i.e., anyone under 18 years of age) has completed all required training and attained necessary clearances.

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## **REGULAR DUTIES AND RESPONSIBILITIES:**

1. Maintain the parish secure database of persons who meet all diocesan requirements in order to have regular contact with minors
2. Keep diocesan Safe Environment materials organized in one central and secure location
3. Access the central database on a regular basis to track status of applications, assign status based on diocesan policy, generate reports, etc.
4. Help employees/volunteers with questions about the application including user IDs, passwords, incomplete applications, etc.
5. Enter into central database dates of completed safe environment training and clearance reports for staff (other than school or religious education personnel)
6. Assign a status (“approved,” “restricted” or “rejected”) regarding ability to have regular contact with minors to all new applicants based on diocesan policy
7. Enter date *Code of Pastoral Conduct* was signed
8. Enter date of FBI clearance, if applicable
9. Enter date DPW Child Abuse History Clearance was received, if applicable
10. Facilitate arrangements for *Protecting God’s Children* training held on site (i.e. room, equipment, supplies, trainer)
11. Understand the policies and procedures of the Diocese of Pittsburgh and be able to explain them
12. Know what procedures to follow in the case of a suspected incident of child abuse based on diocesan policy
13. Provide, on a need-to-know basis, the status of individuals in the database to others at the parish
14. Monitor compliance within the parish with the diocesan safe environment policy and make recommendations when needed
15. Supply the Diocese of Pittsburgh with any information requested about the parish’s implementation of the diocese safe environment program
16. Inform all applicants that employment or volunteering cannot commence until all results of background checks are received and approved by the Diocese of Pittsburgh and the pastor/administrator/parish life collaborator
17. Notify the diocesan Office for Protection of Children & Young People when employees are terminated, retire or otherwise leave employment or their volunteer position
18. Know the requirements of the Pennsylvania Child Protection Services Law (CPSL) for mandatory reporting of suspected child abuse and communicate those requirements in writing to all parish staff in direct contact with children under the age of 18
19. Maintain strict confidentiality of all personnel information obtained in writing or communicated verbally

## **OCCASIONAL DUTIES AND RESPONSIBILITIES:**

1. Issue the “read only” access to the database for appropriate parish personnel
2. Enter completed workshop dates after hosting workshop
3. Send documentation of workshops held (dates, training, participants’ names) to Diocese of Pittsburgh
4. Assist pastor/administrator/parish life collaborator, principal, and/or catechetical administrator, when notified of an issue that appeared during a background check