



Archdiocese of Newark

Office of Human Resources

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

POSITION DESCRIPTION

Position: Regional Safe Environment Coordinator
Department: Office of Child and Youth Protection
Reports To: Director, Department of Protection of the Faithful
Classification: Exempt

General Description

The Office of Child and Youth Protection works with parishes and schools to communicate the importance of complying with the *Charter for the Protection of Children and Young People*, to do background checks, and monitor compliance with all Charter elements. Our mission is to keep the children in the parishes and schools safe.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Reach out to and support the parish and school Local Safe Environment Coordinators (LSEC's)
- Provide onsite support and training for LSEC's: both adult training and background check submission, as well as children's training in safe environment topics
- Perform onsite audits by reviewing documentation and assessing compliance with safe environment policies
- Provide recommendations on how to improve their procedures
- Produce reports on parishes and schools visited, the results of the audit, and an action plan for them, including deadlines
- Work with Virtus Master lists and the parish/school LSECs to reconcile the Safe Environment Annual Audit form with the Virtus database

Qualifications/Skills

- Knowledge of the *Charter for the Protection of Children and Young People*, and the Archdiocesan safe environment policies and procedures.
- Communication skills, organizational skills, strong administrative skills, conflict resolution skills, strategic planning skills.
- Leadership and team-building skills, and effective listening skills.
- Able to work well with priests / pastors, lay leaders, parish and diocesan staff.
- Effective written and oral communication skills.

Education and/or Experience (Preferred)

- Experience working with Virtus and Excel
- Experience with laptop use at remote locations
- Ability to travel in Essex, Union, Hudson and Bergen counties

Physical Demands

The physical demands 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.