

LOCAL SAFE ENVIRONMENT COORDINATOR

Job Description

RESPONSIBLE TO: Parish Pastor/School Principal

QUALIFICATIONS:

- A. Have access to a computer with Internet access with a Microsoft Explorer browser edition 5.5 or higher, or Netscape 6.0 or higher. He/She must have a general understanding in using a computer and knowing how to access the Internet.
- B. Have access to an email account, fax machine and telephone.
- C. Have attended the Safe Environment Awareness Session for Employees and Volunteers.
- D. Complete a satisfactory Criminal Background Check (CBC) Authorization Form.

RESPONSIBILITIES:

A. For Employee and Volunteer Program:

1. Annually (in the fall) verify and update the diocesan list of your parish/school employees and volunteers who are required to participate in the Safe Environment Program (SEP) to include the date they attended an awareness session and the date the CBC was sent to the diocese.
2. Provide new employees and volunteers with the Adult and Volunteer program policy.
3. Assist new employees and volunteers in registering for an awareness session.
4. After employees and volunteers have attended an awareness session, assist them in completing the continuing education requirements of the program.
5. Distribute the Diocesan Policy on Criminal History Background Checks to all personnel and volunteers
6. Send the completed Criminal History Background Check authorization forms to the Diocese.
7. Assist the Facilitator in setting up the necessary equipment and supplies for the Employee and Volunteer Awareness Session if held at your location.