

Roman Catholic Diocese of Reno

Job Title: Coordinator-Safe Environment Program
Department: Catholic Schools
Reports to: Superintendent of Schools & Chancellor
FLSA status: Non-Exempt; Full Time

Job Description

To coordinate Safe Environment programs, including, but not limited to, Virtus training, background checks, for adults (including employees, volunteers, religious, and seminarians), and accounting for “Personal Safety” training for children in Religious Education Programs and Catholic Schools throughout the diocese.

Skills needed: Bi-lingual communication skills, confidentiality, computer skills, including proficiency in Microsoft office products, accuracy, organization, attention to detail, and willingness to adapt to changing technology. A willingness to travel is also needed.

Responsibilities

1. Arrange for facilitator training
2. Arrange for awareness sessions to be given
3. Record and publicize on the Diocesan website upcoming awareness sessions, and be able to facilitate both online and phone-in registration
4. Reproduce and provide handouts for awareness sessions
5. Maintain hard-copies of awareness sessions
6. Mail bulletins to people who request them and record upon receipt
7. Maintain extra copies of facilitator/personal safety handbooks/videos, and DVDs for loan and/or sale to parishes and schools
8. Monitor the Virtus website regularly and support parishes and schools in accessing their data and assisting them with updating data on both a regular and as needed basis
9. Monitor compliance with continuing education (bulletins) and recertification review
10. Answer questions and act as a liaison between the Virtus website, helpdesk, and the Diocese of Reno
11. Gather statistics from parishes and schools and compile data for the yearly USCCB audit, and follow up if there are inconsistencies
12. Input data from background checks-add dates to the Virtus website in the proper account
13. Notify the Chancellor of background checks that are flagged
14. Respect all confidentiality measures regarding background checks, including a high level security of personal information
15. Follow reporting requirements on background check forms
16. Respond to phone calls and emails with courtesy and compassion, recognizing

that all private communication could be forwarded

17. Be familiar with Diocesan policy on sexual misconduct and notify the proper person if necessary

18. Other duties as the job requires