



Diocese of Salt Lake City Job Description

Job Title: Safe Environment Program Specialist **Date Revised:** 11/04/2024
Department: Office of Safe Environment **FLSA Status:** Non-Exempt
Supervisor: Crystal Painter, Director **Salary Range:** \$20-\$26/Hour
Work Days: Mondays – Fridays **Hours/Day:** 4
(Evenings and Weekends as needed)

1 **Job Summary:**

The Safe Environment Program Specialist is responsible for supporting the Director in the implementation of the Diocesan Safe Environment Program.

Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.

Responsibilities:

Manage key functions of the Office of Safe Environment, helping the Director in all aspects of the office including:

- Gaining and maintaining a thorough knowledge of the USCCB Charter for the Protection of Children and Young People, the Essential Norms, compliance requirements and the Diocesan Safe Environment Program, policies and procedures and other Safe Environment related information.
- Providing overall support to all parishes, schools and organizations as it relates to the Diocesan Safe Environment Program and ensuring compliance of the program throughout the diocese.
- Scheduling, implementing and developing reports for annual data collection, 3-year onsite audit, CARA Survey, local on-site parish/school audits and assisting in the completion of the on-site parish/school site visits.
- Scheduling and implementing regular Safe Environment Program workshops for Pastors, Principals, SECs, DREs, Deacons, Seminarians, Parishes, Schools and other groups as needed as well as supplemental training (boundaries, trauma-informed care, human development, etc.)
- Coordinating in-person safe environment certification trainings for the Hispanic

community and others who do not have access to a computer or who need assistance.

- Assisting the director with implementing and maintaining a comprehensive outreach program designed to inform Catholics in the Diocese of policies to protect children and vulnerable adults regarding the identification and prevention of abuse or neglect including sample bulletin/newsletter announcements, social media, newspaper articles and advertisements (Intermountain Catholic), posters, brochures, Safe Environment website, and weekly Diocesan Bulletin announcements.
- Assisting the director with maintaining and updating the Safe Environment Program Manual, Handbook, Policies and Procedures and other documents as needed including coordinating needed Spanish translations.
- Assisting the director with coordinating, planning and attending Independent Review Board meetings.
- Managing the process for disqualifications with the Director and Review Committee.
- Maintaining contact lists and confidential records, and files.
- Answering and fielding phone calls and emails.
- Database and website oversight and management.
- Collaborating with related vendors, other diocesan offices and other groups/organizations as needed.
- Working with the Director and the Office Assistant in coordinating and assigning tasks and projects.
- Other office-related tasks, duties and projects as assigned by the Director.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures, and organizational structures. Committed to the Catholic Church with sufficient knowledge of the Church's teaching.
- A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*).
- A self-starter who excels in office organization, administration, time management and interpersonal skills.
- Ability to navigate and manage the priorities, schedules, events, and projects of the office.
- Strong oral and written communication skills.
- Skilled at listening and considering issues, options and alternatives and facilitating problem analysis and resolution (problem-solving skills).
- Strong capacity for self-management and ability to work independently while also working well collaboratively in a team environment.
- Ability to balance relationship building with maintaining the authority of the office.
- Flexibility to accommodate changes in work schedule.
- A quick learner with attention to detail and follow through.
- A proactive approach and strategic planning of tasks.

- High school education or equivalency required with some additional training/education preferred together with a minimum of two years executive/high-level office management, program specialist or associate director or similar experience preferred.
- Excellent computer skills including a high-level proficiency with Microsoft Office 365 program applications (Word, Excel, PowerPoint, Teams, Outlook).
- Experience with database management.
- Well-versed in report compilation, spreadsheets, and using other common technology and computer applications.
- Demonstrates high-level of trustworthiness and integrity (honest, dependable, reliable)
- Ability to always maintain a high level of confidentiality and show prudence in the handling of all office and diocesan-related information. An understanding of privacy and confidentiality best practices. Adherence to a strict standard of confidentiality is required.
- Bi-Lingual (English/Spanish) a plus.
- Website/Digital/Graphic design knowledge and basic experience a plus.