



Diocese of Springfield in Illinois

Catholic Pastoral Center

Job Title: Director
Division/Department: Office of Safe Environment
Reports to: Director of the Department for Personnel Services
FLSA Status: Exempt
Prepared Date: July 2014 **Revised:** February 2024

POSITION SUMMARY:

The Roman Catholic Diocese of Springfield in Illinois seeks a dynamic and joyfully Catholic individual to help us "build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God's creation who seek to become saints," (Fourth Diocesan Synod, Statue #1). Every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position therefore has a ministerial dimension.

The Director oversees the resources and processes established to ensure a Safe Environment in all parishes, schools, and other diocesan agencies. The Director develops strategies and methods to support families and children in times of crisis. Though the position has broad responsibility, the Director is the main promoter and overseer of the child protection training and programs in accordance to the standards and Essential Norms of the USCCB Charter for the Protection of Children and Young People.

ESSENTIAL FUNCTIONS:

- Research and develop resources and counseling services to be implemented into schools and parishes for the safety of children and families.
- Identify and provide appropriate personal safety curriculum for students attending elementary, high schools, and parish schools of religion programs. Safety curriculum includes personal safety training, social media usage training, etc.
- Act as the Victim's Assistance Minister for the diocese.
- Manage appropriate staff to complete the processing of background checks, fingerprint checks, background rechecks, recording training information, preparing, and sending needed training materials and information to coordinators. Directly supervises these processes for Curia staff.
- Along with the office assistant, train and coach principals, pastors, safe environment coordinators, staff and volunteers on required programs and best practices.
- Communicates with pastors and principals as needed regarding background checks received for Church personnel and advises appropriate action.
- Identify appropriate training curriculums for students, parents, and staff.
- Coordinate with the Office for Communications and Editor of the Catholic Times to publish news articles and policies.
- Ensure all the entities of the Diocese are meeting the requirements of the USCCB Charter for the Protection of Children and Young People (Charter) and Essential Norms.
- Assist parishes, schools, agencies, and institutions of the Diocese with questions, concerns, compliance issues, etc.
- Keep informed of safe environment issues and updates, charter changes, etc. by attending conferences either in person or electronic video conferencing.

Job Description: Director, Office of Safe Environment

- Update safe environment procedures and policies as needed and communicate the updates appropriately. Assist with the update and development of other applicable policies such as social media and information technology.
- Ensure communication of the safe environment policies and training material are available in the dominant languages used in the Diocese and the policies and training are accessible in print and/or electronic formats.
- Communicate to the necessary departments and councils recommended changes to Diocesan safe environment policies and changes to the Charter and the Charter's Essential Norms.
- Supervise the Administrative Assistant to complete job duties for the Office for Safe Environment.
- Other duties as assigned.

• EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Minimum of 5-10 years of experience in education, counseling, social work, parish or school administration in pastoral setting or another related field
- BA degree in education administration, social work, counseling, or related field

REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS:

- Practicing Catholic in full communion with the teachings of the Church
- Knowledge and understanding of the USCCB Charter for the Protection of Children and Young People and the Essential Norms.
- Experience in public speaking.
- Excellent strategic planning and organizational skills with a strong orientation to detail
- Strong verbal, written, and public speaking skills
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines
- High degree of confidentiality
- Proven ability to solve problems and make effective decisions
- Ability to work independently as well as with a team
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Travel required (30%). Valid driver's license.

To apply:

Please send resume and cover letter to the Office for Human Resources at hr@dio.org or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.