



# Diocese of Springfield in Illinois

## Catholic Pastoral Center

**Job Title:** Safe Environment Assistant  
**Division/Department:** Office for Safe Environment  
**Reports to:** Director, Office for Safe Environment  
**FLSA Status:** Non-Exempt  
**Prepared Date:** October 2013      **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 position supports the mission of the office by providing training, coaching, and direct support to parishes and schools regarding the USCCB Charter for the Protection of Young People and its Essential Norms. This position also includes entry and recordkeeping of training data and criminal history background checks for the members of the Diocese in compliance with the United States Catholic Conference of Bishops, (USCCB) Office of Child and Youth Protection's Safe Environment Program.

### ESSENTIAL FUNCTIONS:

#### *Safe Environment Training*

- Completes the annual USCCB data collection or on-site audit coordinating with the parishes, schools, agencies, institutions, and specific curia personnel to compile needed audit information.
- Performs internal safe environment audits on a routine basis to ensure continuing compliance of all Diocesan entities.
- Serves as the primary contact for the Charter compliance USCCB's audit firm.
- Under the guidance of the Director, train principals, pastors, Parish Safe Environment Coordinators (PSEC), staff and volunteers; communicate and update PSEC's on all changes, requirements, etc.
- Sends needed training and background check information to coordinators in Diocesan parishes, schools, and agencies.
- Manage the Diocesan safe environment database, housing all training and background check records, ensuring the database is secure, recommending needed improvements, and communicating updates to the system.
- Reviews training and background check information and records it in the Safe Environment database.
- Assists Director with Personal Safety training for Children.
- Maintain a high degree of confidentiality of all information and records associated with the Office for Human Resources and the Office for Safe Environment.
- Communicate via phone, email, or fax with principals, coordinators, pastors, etc. to answer questions or provide requested information.

**Job Description: Safe Environment Assistant, Office for Safe Environment**

- Maintains a professional demeanor at all times representing the Diocese and the department well by communicating professionally and promptly with all levels of personnel to provide assistance and answer questions and concerns.

*Criminal History Background Search*

- Monitor the criminal history background searches required by the Diocese for all Church personnel and review results in the Diocese's Safe Environment database. Enter results as appropriate.
- Receive fingerprint check results received from the Illinois State Police (ISP) and Federal Bureau of Investigation (FBI.) Communicate with fingerprint vendors, the ISP, FBI and school principals to investigate fingerprint errors, results missing, etc. and update school principals on the status and any reprints necessary. Issue the required fingerprint results letter and other pertinent information for school principals for fingerprint results received.
- Initiate a check of the Illinois Department of Children and Family Services the Child Abuse and Neglect Tracking System form (CANTS) and record results received.
- Provide necessary data to invoice and bill the parishes, schools, agencies, and institutions in the Diocese for fees connected to background searches conducted and record payments received.
- Maintain files of processed background forms and information.

*Other Duties*

- Participate in the Curia Party Planning Committee.
- Under the direction of the Director of the Department for Personnel Services, coordinate the Curia Thanksgiving Mass and Lunch and Employee Christmas Party.
- Serve as primary back up to receptionist.
- Other duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Associate's or Bachelor's degree preferred. High school diploma required.
- Minimum 5 years' experience in a secretarial, administrative, or data entry position.
- Minimum 5 years' experience in a customer service position.

**REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS:**

- Practicing Catholic in full communion with the teachings of the Church.
- Possess excellent organizational and planning skills within a multi-task work environment.
- Strong orientation to detail.
- Ability to anticipate needs, prioritize multiple responsibilities, and/or accomplishing them simultaneously; to define problems, collect data, establish facts, and draw valid conclusions.
- Proven ability to develop timelines and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to maintain a high degree of confidentiality.
- Proficient using Microsoft Office programs, voicemail, and email systems and other specialty database systems.
- Ability to operate office machines such as copiers, postage meters, calculators, etc.
- Willingness to work collaboratively as a member of a team.
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks.
- Valid driver's license.

**To apply:**

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