

Parish / School / Program
Safe Environment Coordinator

Title : Safe Environment Coordinator

Responsibilities:

- To implement Safe Environment Programming in local parish, school, or program.
- To submit data regarding parish / program / school implementation of mandated programs to the Diocese of Grand Island Child Protection Office.
- To attend Safe Environment Coordinator Training and maintain communication with the Diocesan Office of Child Protection.

Job Description:

The Safe Environment Coordinator shall implement Safe Environment Programming through:

- Requesting and documenting background screening of all staff and all volunteers who have regular contact with children and youth.
- Training all volunteers and staff who have regular contact with children and youth in Safe Environment Principles.
- Maintaining personnel files for all volunteers and staff who have regular contact with children and youth.
- Assisting religious educators and other program volunteers in providing education to children and youth regarding abuse prevention and right relationships.
- Documenting implementation of abuse prevention / right relationship education programs for children and youth.
- Participating in evaluation procedures mandated by the Diocesan Child Protection Office and the United States Conference of Catholic Bishops.

The Safe Environment Coordinator shall be under direct supervision of the local Pastor, School Administrator, or Program Director. Consultation, guidance, professional support and training shall be provided to the Safe Environment Coordinator by the Diocesan Office of Child Protection.