

Local Safe Environment Coordinator Job Summary

The Local Safe Environment Coordinator (LSEC) works in partnership with the Archdiocesan Safe Environment Coordinator. The position is designated by the pastor or principal to coordinate the implementation of parish and/or school compliance requirements designed to keep minors and vulnerable adults safe. This requires a thorough understanding of the Safe Environment Program (SEP) policies and procedures, and the expectations for record keeping, compliance management and reporting.

Qualifications

- Dedicated in the mission of the protection of children and vulnerable adults
- Strong communication and organizational skills
- Aptitude to learn and effectively use online Virtus and Trak-1 databases
- Competence to comprehend, manage and process detailed information
- Ability to maintain confidentiality
- Sufficient judgment to escalate concerns to leadership

Responsibilities & Expectations

- Serve as primary contact and resource for location employees and volunteers
- Effectively publicize Safe Environment information on parish or school website, in bulletins, newsletters, etc. including LSEC contact information, Virtus access, essential requirements and Helpline number for reporting abuse
- Ensure prominent display of SEP posters in public areas of parish or school campus, e.g. main office, parish hall, church narthex, etc.
- Create a monthly [Master Report](#) in Virtus for compliance management
 - Follow up promptly with any employee or volunteer that is out of compliance, i.e. they have passed the due date for renewal of their requirement(s)
 - Restore compliance of these individuals within 2-3 weeks of the due date for requirement renewal
 - Consult with the Parish Administrator or School Principal to suspend employment or volunteer activity if not coming into compliance after two (2) warnings
 - Only those volunteers in compliance may work with minors or vulnerable adults
 - Employment (regardless of job title or hours worked) is contingent on compliance
 - Edit Virtus profiles as needed when inaccurate information is discovered
- Communicate regularly with parish or school payroll office (for employees) and ministry groups (for volunteers) to ensure that the active lists are up to date and accurate, and promptly activate or inactivate employee or volunteer roles in Virtus profiles as needed
- Communicate with Faith Formation/Religious Education team or school principal regarding children's teaching safety (*Circle of Grace*) to ensure that lessons get scheduled and attendance records are provided to the Archdiocesan Safe Environment Coordinator promptly after the deadline date
- Maintain records in Virtus database for adult employees and volunteers in the location and maintain paper forms and records for minor employees and volunteers – these records are permanent and should never be destroyed
- Complete and submit the annual Compliance Verification Form upon request of the Archdiocesan Safe Environment Coordinator within the required time period
- Complete and return other reports or documentation upon request of the Archdiocesan Safe Environment Coordinator
- Understand the requirements for mandatory reporting of suspected or known abuse of children or vulnerable adults and follow established procedures of the archdiocese

Training

- Attend required new coordinator training (for newly designated LSECs) with the Archdiocesan Safe Environment Coordinator
- Attend refresher training, periodic in-services or meetings when offered