

Parish Screening Coordinator Job Description

PRIMARY FUNCTION OF POSITION

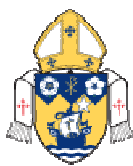
The Parish Screening Coordinator is accountable to the Pastor, and will ensure that all parish employees and volunteers have undergone a thorough screening as laid out in the Safe Environment policy of the Archdiocese of Vancouver.

GENERAL DUTIES & RESPONSIBILITIES

1. To screen parish employees & volunteers working with minors and vulnerable adults
2. To learn the Archdiocesan policies and the procedures for screening and initiate the screening process as per the manual
3. Attend all training sessions/workshops provided by the Archdiocese
4. Determine the risk involved with the position by referring to the risk assessment guide in the policy to determine appropriate procedures
5. Encourage Ministry Coordinators to develop job descriptions for each position
6. Obtain a minimum of two professional references from each employee/volunteer
7. Call each reference (for positions of high risks) and maintain records of the checking
8. Obtain a police record check and Vulnerable Sector search from the employee/volunteer, preferably through the Ministry of Justice (volunteers)
9. Refer any police record checks immediately to the pastor if they are returned with any past related charge or offence or an 'unsuitability' status form the Ministry
10. Provide & review the Code of Conduct with employee/volunteer, and provide them with a copy once they have signed it
11. Ensure the proper storage of all documentation of screening records and files are in a secured location. (See Retention of Records)
12. Submitting an annual Parish Sign-Off (of the list of screened persons working or volunteering at the parish)
13. Rescreening employees/volunteers by obtaining a signed Code of Conduct and a new criminal record check every five years

ORIENTATION & TRAINING

Ensure that Parish employees/volunteers know and understand their role and responsibilities, expectations, lines of accountability, crisis response and appropriate intervention as laid out in the Safe Environment policy by:



- Providing yearly training to employees/volunteers about good practices and abuse prevention
- Obtaining yearly feedback regarding safe environment matters from Ministry coordinators

Position Requirements:

- A police record check and vulnerable sector search and references
- A desire to serve in the safe environment ministry
- An active membership in a Catholic parish
- A high level of initiative, judgment and discretion
- Must sign a Confidentiality Agreement

Ability to:

- Earn the trust of the pastor and parish employees and volunteers
- Provide clear, concise and complete oral and written information
- Demonstrate strong organizational & management skills
- Follow through with excellent interpersonal skills

Experience, Education and Training Requirements:

- Basic computer skills i.e. Microsoft Office, email and the Internet a necessity
- Past experience in conducting interviews and reference checks would be an asset

Stepping down as Coordinator:

- If you wish to step down as Parish Screening Coordinator, please give your pastor one month's notice to give him time to appoint a replacement; likewise, a pastor should give reasonable notice to the Coordinator if he wishes to appoint a new one.
- There should be a period of training and transition as you pass on any incomplete files to the new Screening Coordinator.
- Please contact the Coordinator of the Safe Environment Office to notify them of the change of Coordinator by emailing the new appointment form signed by the pastor.

Candidate's acceptance: _____

Date: _____

Pastor's Signature: _____

Date: _____