



More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Safe Environment Coordinator

Job Location:	Pueblo, Colorado
Type:	Full time
FLSA Status:	Non-Exempt
Salary Range:	\$19 – \$23 an hour
Reports To:	Chancellor

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$19 – \$23 an hour. A generous benefit package including Medical, Vision, Dental, Life, Supplemental Life Insurance, and 403(b). We value your work and life balance offering Vacation and Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

What you will be doing

The Safe Environment Coordinator provides support to diocesan entities regarding the diocesan Safe Environment program and annual United States Conference of Catholic Bishops (USCCB) audit.

Could this opportunity be right for you? Continue reading for the full job description.

General Purpose:

This position supports the promotion, understanding and compliance of the USCCB Charter for the Protection of Children and Young People across the diocese. The Safe Environment Coordinator monitors the training and background checks of clergy, employees of parishes, schools, and diocesan agencies. This position also provides support with resources, training materials and answering questions related to the Diocesan Safe Environment Program.

Essential Duties:

- Develops relationships and serves as first point of contact in answering inquiries from parishes, schools, and other agencies regarding Safe Environment.
- Disseminates Safe Environment training curriculum, policies, and other materials for use in schools, parishes, and diocesan agencies.
- Supports DRE's, clergy, principals, and parish staff the implementation of Safe Environment requirements.
- Communicates the mission and programs of Safe Environment through both print and electronic means, annual advertisement in diocesan magazine, diocesan website updates, parish bulletin materials, promotion of Child Abuse Prevention Month, etc.

- Manages master listing of contact information for the DRE's and priests for each parish, school, and entities (including emails and phone numbers).
- Responsible for being familiar with and keeping abreast of curriculum for adult and youth, diocesan policies, child abuse reporting requirements and USCCB Charter.
- Responsible for ensuring compliance by implementing and educating constituents on diocesan safe environment policies and USCCB Charter.
- Serves as the record keeper and single point of contact for the annual USCCB audit and annual CARA report.
- Collects data, prepares data, and provides audit responses for the annual USCCB audit and annual CARA report.
- Maintains contact with the USCCB Office of Child and Youth Protection to remain current in best practices on abuse issues within the Catholic Church and local, regional, and state laws.
- Serves as the Safe Environment Coordinator for the Catholic Pastoral Center ensuring trainings and background checks are in compliance.

Education and Experience:

- Associate degree in religious studies, child education, social work, communication, business, or related field or equivalent work experience.
- Experience with religious education or catechetical programs, education, child development, or related field, preferred.

Knowledge Skills and Abilities demonstrating applications of the following:

- Understand the partnership of family, parish community and catechists.
- Maintain confidentiality and show prudence in the handling of diocesan-related information.
- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Understand and apply the diocesan policies and guidelines regarding Safe Environment.
- Knowledge of child and youth sexual abuse issues within the Catholic Church environment.
- Knowledge of local, regional, and state organizations for the protection of minors.
- Detail-oriented with the ability to define problems, research, collect data, establish facts, and draw valid conclusions.
- Proficiency in Microsoft software programs and Internet navigation.
- Ability to prioritize, plan, organize, and work effectively, using independent judgment in accordance with established policies and procedure.
- Ability to be self-motivated and work autonomously.
- Ability to communicate effectively both verbally and in written form with a professional and positive attitude.
- Ability to exhibit and always maintain a professional manner in all aspects of assignments.
- Regular attendance and punctuality are essential for this position.

Supervisory Responsibility:

- There are no supervisory duties.

Work Environment and Required Activities:

- This is a full-time position, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds with frequent lifting and carrying of books and documents. Vision abilities required include close vision, depth perception, color vision, and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

To apply for this position, please complete a Diocese of Pueblo application and send to: Nancy Martinez, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email nmartinez@dioceseofpueblo.org