Diocese of
Winona-Rochester

Safe Environment Coordinator
Job Description

In order for each parish, school or organization to maintain compliance with the *Charter for Protection of Children and Young People*, it is necessary to assign an individual as a main contact person within your organization to coordinate efforts for the Safe Environment Program.

Minimal Requirements:

1) Must have basic proficiency with Microsoft Excel and must have the ability to send and receive electronic documents (e-mail).
2) Must have access to the records of employees and volunteers at your local organization.
3) Light to moderate typing and data entry.

Further Requirements:

1) Be responsible for the annual school/parish audit of the Safe Environment Program. The audit is due to the Pastoral Center by May 31 each year and covers the time frame of July 1 through June 30.
2) Maintain locally the requirements for the Diocese of Winona's Safe Environment compliance standards.
3) Educate local staff, volunteers and employees about the requirements for completing VIRTUS online training – **Protecting God's Children® Awareness 3.0**.
4) Maintain the following records for each employee/volunteer**:
    - Signed consent form to run background check
    - Completed background check
    - Signed code of conduct (for employees ONLY)

    *** (these items should be maintained in a locked environment with restricted access for those trusted individuals who must access this information in order to conduct their assigned duties.)*
5) Keep the VIRTUS® database updated with any changes to employees and volunteers' profiles.