



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 the last Friday in May of each year and covers the time frame of July 1 through June 30.
- 2) Maintain locally the requirements for the Diocese of Winona-Rochester Safe Environment compliance standards.
- 3) Educate local staff, volunteers and employees about the requirements for completing VIRTUS online training – **Protecting God’s Children® Awareness 4.0**.
- 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.