St. Thomas Syro-Malabar Catholic Diocese of Chicago

Office of Safe Environment for Children and Youth

Title: Local Site administrator

Local Site Administrator of a parish/mission sustains a significant role in launching and supporting the Safe Environment Program in his/her faith community. This person is responsible to integrate and implement policies and procedures established by St. Thomas Syro-Malabar Catholic Diocese of Chicago in compliance with USCCB (United Stated Conference of Catholic Bishops) Chapter for Safe Environment for Children and Youth. The site administrator is to be knowledgeable of defining child sexual abuse, screening and selection of employees and volunteers, and victim advocacy, and administering training for employees, volunteers, parents, and children. In addition, should be knowledgeable of addressing and reporting of child sexual abuse. The local site administrator will handle all confidential documents related to background checks and training records of the church members, volunteers, and children. It will be the responsibility of this person to ensure compliance of Safe Environment program for their respective church and preparing all documents needed for the annual audit. In addition, the local Site Administer will perform all duties as requested by the diocesan office.

Duties:

- This is a volunteer position
- Keep an accurate record of volunteers and employees serving in all ministries of the church community that involves the presence of Children and Youth.
- Verify the accuracy of the list of volunteer and employees at the beginning of the school year and during administrative changes in the church.
- Prepare and schedule the **following training** at the parish/mission and document them properly:
    - Age-appropriate Virtus training for the Children.
    - Protecting God's Children for Adults Training for catechists, volunteers, employees visiting pastors, and religious, who may become in contact with the children.
    - Safe Environment Awareness training for the parents
- Keep records of all training and input training records on the Virtus Web Site using "administrator" function.
- Monitor eAppsDB for the background checks database at least bi-weekly
- Check that all parish/school employees and volunteers have application in the database.
- Review the background check status of each new application that has been approved, restricted, or rejected at the "Organizational" level.
- Assist those who are not computer literate with criminal background checks and Virtus online applications.
- Inform the Vicar or DRE immediately of any rejection or restrictions listed at the Organizational level in the eAppsDb system.

- Provide full support to prepare a transparent annual audit when requested by the diocese.
- Assist other parishes/missions of the diocese to promote Safe environment Programs if requested by the diocese.
- Perform all duties as requested by the diocese as relevant to the position.