



CATHOLIC DIOCESE
OF DALLAS



DIRECTOR OF SAFE ENVIRONMENT

February 28, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Dallas currently encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 69 parishes and five missions serve approximately 1.2 million Catholics and a larger North Texas community of more than four million people.

The Diocese of Dallas was established in 1890 and formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas.

The Diocese is led by [Bishop Edward J. Burns](#), the eighth bishop of the diocese.

Job Title: Director of Safe Environment

Reports To: Chancellor

Location: Dallas, TX – Catholic Center

General Summary of the Position

Manages and directs the Diocesan Safe Environment Program and is the Victims Assistance Coordinator. Receives complaints and directly responds to them. Assist with interviews and follow-up interviews. Member of the Review Board. Chairs the Safe Environment Commission, coordinates the safe environment program with the parish safe environment directors in all parishes, schools and Diocesan entities as well as confirms compliance of the non-parish-based groups. Chairs and plans the quarterly meeting of the safe environment directors. Responsible for implementing and maintaining compliance with the Charter for the Protection of Children and Young People. This is done in a professional and ethical manner.

Essential Duties and Responsibilities of the Position

- Develops and implements approved training curriculum, materials and resources for Parishes and School.
- Develops and manages budget for the Safe Environment Office.
- Reviews, proposes changes and implements the Safe Environment policy.
- Reviews and recommends changes to Sexual Misconduct Policy.
- Responsible for ensuring every complaint of sexual misconduct involving minors is reported to civil authorities.
- Directs the database maintenance for all safety records for clergy, employees and volunteers, including background checks, rechecks, training, applications, computer forms, references and interviews.
- Works with all parish safe environment directors to ensure training of children.
- Works with the non-parish-based groups to ensure criminal background checks, rechecks and training.
- Establishes communication with the Diocesan Schools Office and Office of Ministries to coordinate efforts on Safe Environment issues for Diocesan schools and religious education programs.
- Manages the annual USCCB Charter audit process, including gathering of requested data and other information.
- Manages the Diocesan Safe Environment Program compliance audit process.
- Serves as a hotline respondent for Safe Environment and Abuse.
- Other duties as assigned.

Position Requirements

Knowledge, Skills and Abilities:

- Comprehensive knowledge of the Church, its teachings, and the ability to apply those teachings in dealing with problems.
- Ability to train and teach others.
- Commitment to confidentiality.
- Strong verbal and written skills.
- Ability to work closely with others.
- Relevant supervisory and administration skills and experience.
- A commitment to the program.
- Previous experience coordinating a Safe Environment Program at a local entity.

Education and Experience:

- Master's Degree in Education, Psychology, Counseling, Social Work
- Familiarity with the structure of the Catholic Church
- Familiar with Civil and/or Canon Law

Special Requirements:

- Willingness to be available by cell phone, email at all times
- Must be a practicing Catholic in good standing

Application Deadline: April 30, 2022

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Diocese of Dallas – Catholic Center.

The Diocese of Dallas – Catholic Center reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.

Search managed by:

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