



THE DIOCESE OF SPRINGFIELD, MASSACHUSETTS
servicing berkshire, franklin, hampden & hampshire counties



DIRECTOR OF SAFE ENVIRONMENT AND VICTIM ASSISTANCE

December 1, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Bishop of Springfield, a corporation sole, is the civil corporate name for the **Diocese of Springfield**. The Bishop of Springfield, **Most Reverend William D. Byrne** is the head of the corporation. The Roman Catholic Diocese of Springfield, which was erected on June 14, 1870, operates under both civil law and canon law (the law of the Church). It is comprised of 80 parishes and 8 missions with more than 177,269 Catholics. There are 184 priests throughout the four western counties of Massachusetts (Berkshire, Franklin, Hampden and Hampshire).

Position: Director of Safe Environment and Victim Assistance

Reports To: Bishop, Diocese of Springfield

Background:

The Director of Safe Environment ensures all diocesan organizations and affiliates are in compliance with the USCCB Dallas Charter providing for the safety and protection of all individuals who are served in the Diocese of Springfield. The Victim Assistance role oversees the Diocese of Springfield response to the victims/survivors of sexual abuse by serving as a contact and support for them; serves as a case manager in coordinating access to information, therapy, and other support services; provides outreach to encourage those who have been harmed to seek avenues toward healing and restoration; provides vehicles for and communicates opportunities for other outreach toward healing and restoration; provides method for and communicates opportunities for other outreach including parishes and families who have been affected by abuse and to the Diocese at large. These two responsibilities are designed to provide proactive, caring, and responsible approaches to this important subject.

Priorities:

- Work in conjunction with USCCB Office of Child and Youth Protection to ensure the diocese policies and procedures reflect the desired outcomes
- Ensure the diocesan policies and programs for safe environment are communicated and implemented across all organizations within the diocese
- Serve as the central clearing organization for safe environment training and implementation
- Develop and maintain a record to track the processing of complaints
- Maintain a good working relationship with legal and civil authorities and provides consultation to the Review Board
- Provide long-term, on-going contact with victims/survivors through various means of communication
- Develop and implement outreach services for families of victims/survivors
- Coordinate on-site visits to parishes and schools when notice of sexual abuse, current or historical, is reported at that site
- Maintain contact with and exchange resources with those involved in sexual trauma in the community
- Consult with victims/survivors in the development of outreach programs
- Provide input on safe environment issues

Essential Functions:

- **Develop policies and procedures in accord with those instituted by the USCCB Office of Child and Youth Protection**
 - Ensure all the diocesan documentation and policies are current and in sync with USCCB materials
 - Perform diocesan wide assessment of current understanding and compliance with procedures designed to protect children and provide a safe environment
 - Institute training programs for appropriate personnel and coordinate with Human Resources to insure all new employees undergo background checks and are trained in the diocese policy in this area
 - Provide the Bishop with regular updates as to ongoing initiatives to insure a highly effective system is in place to protect children
- **Provide assistance to victims/survivors of sexual abuse**
 - Receive intake reports from victims/survivors of sexual misconduct against minors and vulnerable adults and provide appropriate follow-up, both immediate and long-term, by providing a compassionate response to them
 - Provide information about available resources
 - Advise victims of their right to report to civil authorities and inform them of that they will be supported in the exercise of that right

- Inform the Bishop of allegations including any anonymous allegations or allegations that do not contain sufficient information
- Assure that all mandatory reporting laws are observed and provide periodic training for mandatory reporters
- Serve as a case manager to provide on-going contact with the victims/survivors and offer resources and assistance
- Make referrals for clinical care and coordinate the process for consultation on treatment plans and payment for clinical services
- **Manage the Administration of the Office**
 - Manage and coordinate files, ensuring that contact information is updated regularly and that databases are complete and accurate
 - Maintain confidentiality of records and files
 - Collaborate with other offices and agencies, diocesan and community based, to ensure that the most up to date information and research to assist victims/survivors is available
 - Works with the Fiscal Affairs office to prepare and monitor the annual budget
 - Participate in the national network of Victim Assistance Coordinators through the USCCB Office for Child and Youth Protection
- **Performs other duties and assumes other responsibilities, as assigned**

Skills, Knowledge, & Abilities:

- Knowledge and understanding of the Roman Catholic Church and its mission
- Knowledge of USCCB policies and procedures regarding protection of children and young adults
- Knowledge of civil and canonical laws and regulations and ability to learn and adapt to changes
- Knowledge of the social teaching and practice of the Roman Catholic Church and the ability to support and implement the philosophy, values, and policies of the Diocese of Springfield
- Excellent interpersonal communication skills
- May be required to give public statements that will be broadcasted on local TV networks
- Good computer skills utilizing Microsoft software
- Good record-keeping and organizational skills
- Good telephone etiquette
- Ability to present oneself professionally
- Must maintain a high level of confidentiality
- Ability to multi-task while maintaining an exemplary level of organization and productivity
- Must be self-motivated and able to handle detailed projects independently and be good at problem solving

Special Skills & Knowledge:

- Significant knowledge of human behavior and clinical and administrative mental health treatment methods and systems
- Demonstrated skills in planning, management of, and evaluation of services
- Demonstrated integrity, reliability, stability, and initiative

Educational Requirements:

- MS Degree in Social Work or equivalent is preferred, or equal level of education and experience in related fields dealing with victims of trauma as a result of sexual abuse
- Five years of experience in the practice of a related discipline

Working Environment:

- Weekend and evening work hours may be required
- Travel within the Diocese of Springfield geographic locations

Travel: 20-30%; minimal overnight travel.

Salary: This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

Application Deadline: January 15, 2023

(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.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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