



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



VICTIM ASSISTANCE COORDINATOR

March 16, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The Roman Catholic Bishop of Springfield, a corporation sole, is the civil corporate name for the Diocese of Springfield (<http://diospringfield.org/>). The Bishop of Springfield, Most Reverend Mitchell T. Rozanski ([Bishop Rozanski Bio](#)) 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 Title: Victim Assistance Coordinator

Reports To: Vicar General and Moderator of the Curia

BACKGROUND

The Victim Assistance coordinator 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.

Priorities

- 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

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
- Prepare and monitor annual budget
- Participate in the national network of Victim Assistance Coordinators through the USSCB Office for Child and Youth Protection

Performs other duties and assumes other responsibilities, as assigned

Skills, Knowledge and/or Abilities

- Knowledge and understanding of the Roman Catholic Church and its mission.
- Knowledge of civil and canonical laws and regulations and be able 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 polices of the Diocese of Springfield
- Excellent interpersonal communication skills
- 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 and 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

Other

- Working Environment** ○ Weekend and evening work hours may be required
Travel within the Diocese of Springfield geographic locations
- Benefits** ○ This position offers comprehensive benefits and retirement plan.
Details available from Human Resources.
- Compensation** ○ Highly Competitive.
- Expected Travel** ○ 20-30 %; minimal overnight travel.
- Deadline for Application** ○ May 15, 2019

For consideration, please email cover letter and resume to:

Brent Morton, VP
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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