

Diocese of Oakland

Title: **Victims Assistance Coordinator**
Division: **Chancellor's Office**
Reports to: **Chancellor**
EEOC Classification: **Exempt (E-5)**
Hours per week: **Full-time, 37.5hrs/week**

Description Overview

The ministry of the Victims Assistance Coordinator seeks to protect and preserve the sacred nature of the relationship between the Church, its leadership, and its people. The Victims Assistance Coordinator's mission supports the Bishop in his pastoral and administrative responsibilities for outreach and protection of children, youth, and vulnerable adults.

The Victims Assistance Coordinator plays a vital role in developing, coordinating, facilitating, managing, organizing, implementing, and coordinating the response of the Diocese to sexual misconduct.

Primary Functions

- Direct the Diocesan outreach program to survivors of clergy sexual abuse.
- Work closely with the Bishop and the Diocesan Review Board to coordinate the work of preventing and resolving incidents of sexual misconduct.

Essential Duties and Responsibilities

- Support the Bishop in his pastoral responsibilities for outreach to victims of clergy sexual abuse and in his administrative responsibilities for protection of children, youth, and vulnerable adults.
 - Implement the Bishops Charter of 2002 (and its updates) for the Protection of Children and Young People.
 - Act as staff representative on the Diocesan Review Board to provide input on policies, procedures, investigations, and recommendations.
 - Develop the agenda
 - Make, receive, and follow through with Board recommendations
 - Keep records of the proceedings of the Review Board
 - Maintain policies and procedures for sexual misconduct
 - Work with survivors of clergy abuse to ensure compliance with the Charter and diocesan policies
- Act as Bishop's delegate for sexual misconduct issues involving clergy or Diocesan employees.
- Respond pastorally and immediately (within 24 hours) to all individuals coming forward with allegations of child abuse or sexual misconduct against any individual working with the Diocese in conformity with civil law and Diocesan policies.
- Respond effectively and immediately (within 24 hours) to any allegation of child abuse or sexual misconduct in conformity with civil law and Diocesan policies.
- Work with victims of clergy sexual abuse to coordinate counseling services and pastoral care.

- Coordinate the work of the Outreach Ministry (e.g., Healing Garden events, multi-diocese outreach, public relations, and others).
- Staff bi-monthly support ministry, *No More Secrets*.
- Prepare reports and keep records of investigations conducted.
- Keep records of lawsuits filed.
- Maintain sensitive issues clergy files.
- Oversee monitoring of priests on prayer and penance.
- Collaborate with the Safe Environment Coordinator and Program.
- Proactively identify risks to the protection of children, adolescents, and adults, and suggest improvement to systems and policies.
- Maintain a regular communication program and work collaboratively with the Bishop, the Diocesan Review Board, all Diocesan personnel, and all other individuals and entities that become involved with or are related to the work of the Victims Assistance Coordinator.
- Facilitate listening sessions or public information meetings held in the Diocese.
- Coordinate any necessary healing sessions for affected parish communities.
- Periodically update research and Diocesan policies on all issues regarding sexual misconduct of clergy, employees, and volunteers of the Diocese of Oakland.
- Coordinate with police and local government officials concerning problems and needs of parishes needing their assistance.
- Prepare reports for the annual USCCB Safe Environment Compliance data collection audit.
- Prepare reports for the triennial USCCB Safe Environment Compliance on-site audit.
- Collect data for the annual Center for Applied Research in the Apostolate *Survey of Allegations and Costs* (CARA) report.
- Other duties or projects as assigned by the Bishop or the Chancellor.

REQUIREMENTS

Education and Experience

The position of Victims Assistance Coordinator requires the following education and experience:

- Bachelor's degree and professional education, graduate level studies, or graduate degree in education, social work, psychology, criminal justice, law, public administration, business or non-profit administration, human resources, or health care
- A professional background with an excellent track record
- Minimum ten years work experience with progressively more important responsibilities, plus five years executive management and administrative experience, including project development, implementation, and management, in any one or more of these areas: education, social work, criminal justice, law, law enforcement, public administration, business or non-profit sector management, health care, or human resources

Required Knowledge, Skills and Abilities

- Excellent analytical skills and problem-solving capacity
- Ability to stay focused and organized
- Ability to carry out all responsibilities with balance, empathy, sensitivity, and patience
- Project management skills, including energy for developing projects

- Ability to balance sympathy and empathy with realism about human nature
- Ability to assess and gather information needed to discern appropriate next steps according to the charter and state laws
- Ability to work collaboratively with external organizations, their structures, and their authorities
- Excellent oral and written communication skills, including public speaking, presentations, large and small group facilitation, training, and workshops
- Skills in interviewing, victim/witness support, records management, and database use

Other Requirements

- Deep faith, with great care and concern for the Roman Catholic Church
- Roman Catholic who has the ability to articulate knowledge of the Roman Catholic Church and its teachings and to exhibit awareness and understanding of the mission and values of the Diocese
- Honesty and integrity and the ability to maintain and respect confidentiality and privacy
- Friendly and professional manner in dealing with issues of a sensitive nature
- Respect for laws, the role of law enforcement and the criminal justice system

Benefits and Application Process

This is an exempt, full-time position at 37.5 hours per week. Diocesan benefits include medical, dental/vision, diocesan sponsored retirement at 8% of salary, life insurance, short/long term disability, generous vacation/sick leave policy and other diocesan benefits.

Please submit letter of intent and resume to:

Gloria Espinoza
Department of Human Resources
gespinoza@oakdiocese.org

First review of applications: May 3, 2021