

Job Title

Bishop's Delegate to Safe Environment (Contract/Part-time)

Essential Function

- Manage diocesan processes for handling allegations of misconduct, ensuring full compliance with the law, Diocese of Crookston Safe Environment Policy and the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*.
- Facilitates the work of the Ministerial Review Board and collaborates with Office of Safe Environment staff concerning programming, certifications, and audits.

Duties and Responsibilities

- Receive reports made to law enforcement concerning sexual abuse of a minor by a cleric, Church personnel or volunteer.
- Ensure all internal investigations of allegations of sexual abuse of a minor by clergy, Church personnel or volunteers are conducted impartially, thoroughly, and fairly by an independent investigator.
- Convene and attend meetings of the Ministerial Review Board.
- Ensure coordination between Victim Assistance, the Offices of the Bishop, Safe Environment, Communications, and the Chancellor when allegations of misconduct move through process and disclosures are made.
- Receive reports of any evidence that is stored by the Chancellor throughout investigations of misconduct.

Education and/or Experience

- Postsecondary education and/or proven experience in health care, mental health treatment, law, victimization, law enforcement, jurisprudence, human resources, business management, or other relevant fields.

Other Skills and Abilities

- A Catholic in good standing who understands and supports the mission of the Church.
- Dedication to creating and maintaining safe environments for all people within the Diocese of Crookston, especially youth and vulnerable populations.
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Anticipate needs, establish priorities, project a positive attitude, and exercise a high level of professionalism.
- Demonstrated ability to handle confidential, time-sensitive, and critical matters using good judgment, tact, respect, and discretion.
- Ability to express pastoral sensitivity to delicate/sensitive issues.
- Knowledge and proficiency with Microsoft Office and willingness to be trained on other necessary or emerging software.
- Strong skills in organizing, multi-tasking and following through in a changing environment with little direct supervision.
- Excellent relationship-building skills with a focus on service to others.
- Ability to establish trust and work collaboratively.
- Strong oral and written communication skills.
- Flexibility to address pressing issues in a timely manner, inclusive of evenings and weekends.

To apply, e-mail a resume and cover letter by March 31 to Janelle Gergen at jgergen@crookston.org. All inquiries will remain confidential.