



Job Description

Diocesan Safeguarding Administrator

Date: April 2024
Supervisor: Canon to the Ordinary
Status: Administrative, Part-time 10-hours/week, possible remote position
Role: To support the Diocese through policy support and up-to-date best practices in all areas of misconduct prevention, training, and resources.

JOB REQUIREMENTS

- Must be a confirmed member (or committed to becoming confirmed) in good standing, currently attending a diocesan church.
- Must maintain a high level of confidentiality.
- Must be able to exchange accurate information both verbally and electronically.
- Strong aptitude in areas pertaining to safeguarding and misconduct prevention.

SKILLS

- Attention to detail, follow through, and clear communication.
- Research and distil information, best practices, policies, etc.
- Team building and management.
- Knowledge of Microsoft Office, Google are needed.
- Knowledge or training in child protection, mandated reporting, and trauma response.

JOB DUTIES

1. Oversee annual compliance process for diocesan churches.
 - a. Child Safety Standards Policy
 - b. Child Protection Training
 - c. Mandated Reporter training
 - d. Misconduct Prevention Guidelines or Policy

2. Annual review of diocesan safeguarding and misconduct prevention
 - a. Stay current regarding best practices.
 - b. Partner with Chancellor regarding diocesan policy or procedure changes that may be necessary, including developing new policies or procedures as they pertain to safeguarding or misconduct prevention.
 - c. Maintain and communicate diocesan level pathway for reporting clergy concerns or abuse in both policy and on diocesan and church websites.
 - d. Meet with the Chancellor following annual Provincial Council meetings to be briefed on ACNA Constitution and Canons changes which affect diocesan safeguarding matters.
 - e. Meet with the Chancellor as needed to stay current with new or changing laws pertaining to safeguarding matters in states which have diocesan churches.
3. Support churches and staff in areas pertaining to safeguarding and misconduct prevention.
 - a. Main point person for safeguarding questions, while recognizing and maintaining the proper authority of the local church, the Diocese, and the Province.
 - i. The Anglican Church in North America (ACNA) has as a founding philosophy the Principle of Subsidiarity. This principle seeks to place the greatest degree of ministry leadership, energy, and responsibilities to the most local level.¹
 - b. Communicate new or updated diocesan standards and policies to churches and assist church staff with implementation.
4. Annual review of training and equipping resources.
 - a. staff and volunteer trainings
 - b. resources for diocesan website
5. Oversee and lead safeguarding subcommittee team.
6. Instill a culture within the diocese where individuals who have experienced or witnessed misconduct feel safe to approach leaders (including the intake officer) to make a complaint and where leaders respond to complaints with humility, compassion, and truth, seeking to rectify the misconduct.
7. Other duties as assigned.

¹ ACNA Child Protection Sample Policy 6.29.21

Interested in applying?

Please send your resume to brendadumper@miswestanglican.org.

Fair Labor Standards Act (FLSA)

Non-exempt (part-time)

Administrative

Description:

Non-Exempt (hours vary per week) = Overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and one half times hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Requires the use of a computer and other office productivity machinery, such as a copy machine, and computer printer.
- Frequent communication with diocesan staff, subcommittee members, church staff, etc.

This job description is subject to change at any time.