

Diocese of Erie

St. Mark Catholic Center Position Profile

Job Title: Director of the Office for the Protection of Children and Youth
Department: Chancery
Location: Erie (St. Mark Catholic Center)
Reports to: Chancellor
Cabinet: Chancellor
Classification: Salary
FLSA: Exempt
Budget:
Date Created: 2.26.26

I. OBJECTIVE:

To carry out the responsibilities of the Office for the Protection of Children and Youth (OPCY) including overseeing clearances, policy compliance, and support services for past victims of child sexual abuse.

II. RESPONSIBILITIES:

The essential functions include but are not limited to the following:

1. Direct and oversee the Office for the Protection of Children and Youth of the Diocese of Erie.
2. Coordinate the scheduling, training, and education of clergy, employees, volunteers, children, and parents in matters pertaining to the diocesan policy. Issue OPCY clearances and letters of compliance.
3. Coordinate the methods and scheduling of the safe environment training for children and youth in parishes and schools.
4. Prepare the annual audit of the diocese as required by the United States Conference of Catholic Bishops and the annual CARA report.
5. Provide media resources and other information on safe environment programs to parishes, schools, and other diocesan agencies.
6. Manage software that tracks compliance with required screening and training documentation (including background checks) for clergy, diocesan employees, other employees, volunteers, and others working with children and youth in the parishes, schools, and other agencies of the Diocese of Erie.
7. Prepare and distribute periodic communications about safe environment programs, victim outreach, procedures for reporting abuse and information regarding diocesan contact persons to parishes, schools, and other diocesan agencies.
8. Maintain and update the diocesan Child Protection webpage, including the Adult Online In-Service.

9. Maintain correspondence files with parishes, schools, and other agencies of the Diocese of Erie.
10. Oversee support services for past diocesan victims of child sexual abuse.
11. Manage historical diocesan files on past abuse cases.
12. Serve as diocesan representative to the Child Abuse Prevention Task Force of Erie County.
13. Prepare an annual report for the Diocesan Review Board, including recommended revisions/updates for the diocesan *Policy for the Protection of Children* for approval by the Diocesan Review Board.
14. Coordinate annual audits of parishes, schools and other diocesan agencies to ensure compliance with diocesan policy.
15. Manage the intake of abuse reports or allegations and work with the Catholic Schools Office, Chancery, or Clergy Personnel Office, and law enforcement authorities as appropriate to investigate reports.
16. Prepare an annual budget proposal for approval by the Chancellor.

III. QUALIFICATIONS

Candidates must be a practicing Catholic. Familiarity with and compliance with all norms and expectations in the diocesan *Policy for the Protection of Children* is essential. Some occasional travel will be required. Beyond that, the following apply:

Education:

- Bachelor's Degree

Skills:

- High level of competency in using Microsoft Office products
- Advanced familiarity in using modern database software
- Excellent record-keeping skills and attention to detail
- Excellent communication and people skills
- Ability to maintain professional confidentiality
- Capacity to work with minimal supervision

Experience:

- Compliance management
- Office organization
- Experience with coordinating training for safe environment programs and overseeing clearance documentation will be very helpful.

IV. PHYSICAL CONDITIONS

- Work is performed mostly in an office and parish setting. Employee must be able to do extensive computer work and attend evening or weekend meetings. The employee is

required to lift and move up to-15 pounds (laptop, projector, etc.). Employee must have a valid driver's license.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor

Date

Incumbent

Date