



# DIOCESE OF NASHVILLE

## Diocesan Safe Environment Coordinator

1. Implementation and coordination of the various policies, programs, and procedures mandated within the Nashville diocese regarding the creation and maintenance of a safe environment, including the evaluation and background checks of all employees and of all volunteers who have regular contact with minors.
2. In collaboration with the Director of Faith Formation and the Superintendent of Schools develops and ensures the implementation of new educational materials related to maintaining a Safe Environment, with an additional emphasis on Catholic schools, multicultural diversity with individuals of various ethnicities, and individuals with disabilities.
3. Assures conformity of diocesan policy and code of conduct to the Charter and Norms of the United States Catholic Conference of Bishops (USCCB).
4. Initial point of contact for reports of new abuse cases. Responsible for getting the appropriate personnel involved per Charter and Norms of the USCCB.
5. Assures appropriate and timely response to allegations which includes the canonical and civil process and victims' outreach services.
6. Maintenance of reference materials and available training programs in order to provide for and maintain a local safe environment within all subsidiary ministries and organizations.
7. Coordinates with the Parish Safe Environment Coordinator regarding the implementation of the diocesan programs and policies as they relate to creating and maintaining a safe environment for children, young people and vulnerable adults.
8. Implementation and audit of the mandatory reporting requirements both under Tennessee State Law and pursuant to diocesan policies.
9. Serves as Secretary of the Diocesan Safe Environment Committee (DSEC) charged with oversight and coordination of the duties and responsibilities of DSEC. Cooperates in the maintenance of timely and correct data entry, file management, and correspondence.
10. Point of contact and coordination with the audit team from USCCB.

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