



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Associate Child Protection Officer

Opening Date: 07/05/2022

Closing Date: When filled

Location of Job: Pastoral Center in Portland

Position: Full-time, exempt, benefits-eligible

Position Summary: The Archdiocese of Portland is expanding its team and searching for an Associate Child Protection Officer. The intent of the Associate Child Protection Officer position is to partner with the Child Protection Officer by sharing duties such as direct training and development of the parish and school employees entrusted with providing a safe environment for parish children, students, and vulnerable adults. In addition to training assignments, the associate is responsible for the background check process to include practical processes and the development of enhanced processes when identified as expedient. It is expected that the incumbent will perform and contribute in a manner consistent with succession planning.

This position operates under minimal supervision in a fast-paced, high-volume environment. Decisions are made in collaboration with the supervisor and contain recurring work situations with variations from the norm. Contacts regularly involve some discussion about confidential and/or sensitive matters. This position performs program management and senior-level administrative functions and has custody of complex records.

Essential Functions/ Primary Responsibilities:

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. *The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.*)

- Orders, reviews and maintains the records of criminal background checks.

Communicates with the director, parishes/schools and individual about flagged information in a background check. Monitors to bring background checks under review to a timely completion.

- Performs “hands on” training (often independently) and assists parish/school Academy, Virtus and background check administrators. In consultation with the Child Protection Officer, engages in problem solving with parish administrators and workshop attendees.
- Supports the Child Protection Officer in curriculum content and development, scheduling programs and resource allocation.
- Composes, edits and formats correspondence, documents and newsletters as required in both English and Spanish languages. Maintains the Child Protection website.
- Maintains and updates databases including mailing lists, and phone numbers.
- Handles and is responsible for confidential records and information.
- Prepares for meetings and trainings, including registration, catering, and materials. ensures bills are processed and paid, invoices and payments are deposited in a timely manner.
- Responds to phone calls and emails, greets visitors, answers, and resolves problems within the scope of authority and responsibility.
- Organizes and maintains the office workspace. Requisitions supplies and ensures equipment is operational.
- Performs other work-related duties as assigned.

Qualifications:

- Bachelor’s Degree in Business, education, law enforcement, forensics, or certification in the areas of workplace learning/training or office management or any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the above-described essential functions.
- Minimum of 4 years of administrative and/or technical experience or equivalent training and/or education.
- Proficient in Microsoft Office products especially Excel and Access.
- Prefer practicing Catholic. Prefer experience working in a religious or non-profit organization. A valid driver's license is required. Bilingual in Spanish is required.

Job Conditions: Most of the work will be performed in an office setting. Employee may be required to attend evening and weekend meetings and work with parishioner clients. Employees may be required to travel out of the Portland Metro area. The physical demands and work environment characteristics described above are representative of the physical

capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Job Scope:

Position encounters a wide diversity of work situations often with a high degree of complexity. The Associate determines certain practices and procedures of the Child Protection Office, under the guidance of the Child Protection Officer. The Associate interacts with a variety of others, both inside and outside the Pastoral Center, throughout the Archdiocese. This position performs complex functions and keeps complex records. Decisions are made independently (within the scope of the job) with little direction. This position deals with sensitive situations requiring attention to detail and a high level of confidentiality. Supervised by the Child Protection Officer.

Communication/Client Contacts:

Contacts are often made on own initiative and often contain confidential/sensitive matters requiring discretion.

Specific Job Skills:

Thorough knowledge of administrative principles and procedures necessary to properly coordinate projects and programs within available resources. Understanding of the Archdiocesan structure and parish and school functions. Must be able to establish and maintain effective working relationships with the seminary, parishes/schools, employees, and vendors. Ability to communicate effectively, both verbally (including oral presentations) and in writing. Strong organizational and interpersonal skills. Excellent decision-making ability including the use of discretion in all matters and the application of sound judgment principles. Teamwork, service orientation and public relations skills necessary to foster the Church's obligations. Must be able to handle multiple projects/priorities effectively. Proficiency with basic suite of office software resources and basic skills in visual media and internet tools. Attention to detail is required, along with proven ability to organize files, events, and materials and communicate in both verbal and written form.

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Please send your resume to Human Resources at hr@archdpx.org to apply.