

Associate Director

Office of Child and Youth Protection, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Diocesan Office of Child and Youth Protection assists victims of abuse, victims of abuse related violence, the families of victims, or anyone affected by abuse. Our office is available for parishioners, priests, and parishes who are directly and / or indirectly affected by sexual abuse by clergy, religious, staff, and volunteers in the Church. Our office coordinates the Diocesan commitment to protect children and young people against sexual abuse in the Catholic Church. This includes compliance with USCCB mandates for safe environment programs and other initiatives. We interact with diocesan offices and committees, parishes, regional, state, national, and interfaith organizations, secular agencies and others to gather and share information that will effect meaningful change.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Assists the Office Director with the implementation of the diocesan mission and core values in all functions regarding the diocesan Office of Child & Youth Protection and its own mission.
2. Assists the Office Director by leads and supervising the office staff in a professional and pastoral environment.
3. Assists the Office Director in the implementation of safe environment programs and training for child abuse prevention in the Diocese of San Bernardino.
4. Assists the Office Director in the planning, development, and compliance of required safe environment training for all clergy, employees, volunteers, and minors in the Diocese of San Bernardino, to meet the requirements of the Diocesan Safe Environment Policy and Code of Pastoral Conduct, and the USCCB Charter for the Protection of Children and Young People.
5. Assists the Office Director in the planning and development of safe environment training programs that respond to the needs of children and young people, in collaboration with the Office of Catechetical Ministry, the Office for Young Catholics, Office of Catholic Schools, and other diocesan offices as needed.
6. Assists the Office Director in the planning and development of programs for the protection of vulnerable adults in collaboration with the office of Respect Life and Pastoral Care Programs.
7. Organizes and facilitates workshops and trainings related to the protection and well-being of minors.
8. Assists the Office Director in overseeing and managing of all documentation of safe environment training and background screening for adults and minors.
9. Collaborates with parishes, schools, apostolic groups, diocesan offices, public and private organizations, interfaith organizations, and government agencies at local, county, state and national levels.
10. Assists the Office Director in in the coordination of the Safe Environment Policy Advisory Committee meetings, tasks, and responsibilities.
11. Assists the Office Director and retreat coordinator with the development and implementation of the Restoring-Me retreat program for survivors of abuse.
12. Other duties as assigned by the supervisor

QUALIFICATIONS REQUIRED:

- Master's Degree or equivalent.
- Bilingual English/Spanish preferred.
- Must be a practicing Roman Catholic.
- Must have at least three years of experience in pastoral care.
- Have a working knowledge of the Catholic Church and her teachings.
- Must have excellent written and spoken communication skills.
- Must have excellent public speaking and presentational skills.
- Must have ability to communicate very difficult topics both written and verbal.
- Must have ability to work in a multi-cultural environment.
- Must have current and valid driver's license and the ability to travel locally and overnight as required.
- Must have ability to interact professionally with all employees and people coming into the office.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume and salary requirements to:

Diocese of San Bernardino

Attn. Sinia Bustamante

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdioocese.org

Fax: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.