

Trainer-Youth Protection Prevention Advocate, Diocese of San Jose, San Jose, CA

This is a temporary position of 25 hours per week starting early in December 2018 for 4-6 months

POSITION SUMMARY:

- *The Office for the Protection of Children and Vulnerable Adults is committed to educating, training, and screening all those who have regular access to children, youth and vulnerable adults within our Diocese of San Jose for the purpose of preventing harm.*

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Responsible for the compliance and successful implementation of ARTICLE 12 of the Charter in regards to the Protection of Children, Young People, and Vulnerable Adults.
- Responsible for preparing spreadsheets, data reports, and other related audit-compliance documents.
- Assist Parishes and Schools with outreach materials (ie: newsletters, pamphlets, and other related announcements.)
- Remain “on-call” to conduct additional “Safe Environment” training of adults (volunteers, parents, staff) and minors (of various ages) as needed.
- Work in accordance with the mission statement and values of the Diocese of San Jose.
- Attend all necessary trainings, conferences, and meetings as directed by Supervisor.
- Respond promptly to all communications, during regular work hours and meet all deadline requirements.
- Report pertinent information to Supervisor in a timely manner, and update Supervisor regularly about all program aspects.
- Maintain professional attitude.
- Additional duties as requested by Supervisor.

ADDITIONAL REQUIREMENTS:

- Must have experience working with sexual abuse victims.
- Must successfully complete all mandated trainings including, but not limited to: Child Abuse, Elder Abuse, and Mandated Reporting.
- Extensive experience working with children of all ages.
- Must be able to obtain clearance with FBI, Child Abuse Index, and Department of Justice. All costs are reimbursable upon clearance.
- Possess a valid driver’s license.
- Excellent organizational and communication skills.

Education and/or Experience: Associate’s Degree plus 3-5 years of experience as a Teacher’s Aid, Child Care Provider, Administrative Assistant or related field.

Language Skills: Proficient written and oral English. Strong interpersonal and communication skills with the ability to provide excellent customer service in person and/or over the phone. Bilingual (Spanish) skills desirable.

Reasoning Ability: Ability to problem solve and deal with a variety of questions related to child safety and victim assistance issues.

Technical Skills: Proficiency with MS Word, Excel and Outlook. Experience with WorkDay HRIS preferred.

Certificates, Licenses, Registrations: Valid driver's license & criminal record background clearance (Live Scan) through the California Department of Justice and FBI.

Other Requirements: Ability to maintain confidentiality. Must have knowledge and understanding of the Catholic Church structure, culture, and its mission.

How to Apply: Please send resume and cover letter to jobs@dsj.org