

POSITION ANNOUNCEMENT



Safety Coordinator

Jesuits West

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 416 Jesuits, is led by Father Sean Carroll, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function

The Safety Coordinator’s (“the Coordinator”) professional background and expertise is a resource to Jesuits West Province (“the Province”) to ensure it responds with care and integrity to complaints raised against Jesuits of the Province. The Coordinator oversees and coordinates the response process to allegations of misconduct made against Jesuits of the Province. Presents all outcomes of the preliminary inquiry and independent investigation to the Province Review Board. Closely collaborates with and keeps the Advocacy Coordinator and Jesuit Advocate informed throughout the response process to a claim.

Maintains records in compliance with Province policies and procedures.

Reporting to: Socius

Location: Portland, Oregon

FLSA: Exempt

Employee type: Part-Time/24 hours per week

Remote Work: No

Reporting to the Socius, responsibilities will include:

- The Safety Coordinator has overall responsibility for the response process to allegations of misconduct raised against Jesuits of the Province and of presenting it to the Review Board when the investigatory phase is complete.
- Receives the report of the complaint from the Advocacy Coordinator.
- Notifies the Provincial, Socius, Review Board Chair, and Province attorney about each new complaint and/or significant changes in a previously reported matter.
- Meets with Screening Committee (Advocacy Coordinator, Review Board Chair) for initial review of a complaint to determine next steps.
- Presents detailed report of the Complaint to the Jesuit Advocate (“the Advocate”)
- After conferring with Socius, employs what outside resources are needed to determine the facts of a complaint.
- Confers with the Advocacy Coordinator and Jesuit Advocate with the goal of identifying all aspects to be explored to fully investigate the complaint. Receives and responds to questions from the Review Board Chair and the Jesuit Advocate to ensure a full investigation of the facts.
- Upon receipt of the allegation, ensure completion of the preliminary inquiry process, including the initial file review, gathering all relevant information for and prior to an independent investigation and review of the case by Review Board.
- Updates the Advocacy Coordinator and Jesuit Advocate on outcome of the investigatory phase. Documents and tracks each complaint through the review process to completion.
- Communicates regularly with the Socius so that he or his delegate may inform affected ecclesial bodies and comply with the requirements of those bodies. Assists Jesuits and their colleagues in complying with their reporting obligations.
- Shares written reports with the Advocacy Coordinator, Jesuit Advocate and Review Board Chair.
- Meets with Review Board Chair to determine if a case is ready to be presented to the Review Board.
- Distributes all relevant case documents to Review Board members, presents case to the Province Review Board. Completes required notifications post Review Board and drafts disposition letters to complainants. Shares letters with provincial and socius for final approval.
- Communicates with and seeks legal advice from the province attorney as indicated.

- Receives requests for therapeutic support from the Advocacy Coordinator for review/approval by the Provincial. Tracks therapeutic support offered by the Advocacy Coordinator and makes sure it is in alignment with approval received by Provincial. Confers with Treasury to ensure internal control/approval process is followed.
- Consults with Review Board Chair and Safety Plan Monitor for the creation of and updates to Safety Plans.
- Collaborates with the Praesidium Program Manager to complete annual CARA report and Letter form Major Superiors and to ensure all necessary documentation is complete. Participates in conferences and workshops and collaborates with Safe Environment staff across the JCCU conference as needed.

Qualifications

- This position requires a strong background in knowledge of the causes, indicators, investigation strategies, assessment of risk, and risk reduction strategies, in sexual abuse matters.
- This position requires a high degree of discretion in relation to sensitive information of which the incumbent is aware.
- Master's degree in behavioral and/or social science, social work, law enforcement, or related field. A bachelor's degree may be considered if supplemented with extensive experience.
- 5-7 years direct clinical or public service experience dealing with trauma; specific experience and/or extensive training with victims of sexual abuse preferred with trauma-informed care training.
- Demonstrated success in case management, work experience and/or general knowledge of religious institutes and legal processes.
- General knowledge of religious institutes and legal processes
- Exceptional verbal and written communication skills.
- Maintains a high level of confidentiality.
- Proficient with Microsoft 365 and general technology with a willingness to learn as needed. The ability to work independently with periodic supervision as needed.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.