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**Local Coordinator**

**Role Description**

The pastor, principal, or director is to establish a Local Coordinator to assist with each location’s children and vulnerable adults’ protection efforts. They oversee compliance and record-keeping of the Archdiocese of Miami’s Safe Environment Policy at their site and serve as the liaison with the Office of Safe Environment at the Pastoral Center. Serving as a liaison allows each location to have a uniform response and a single voice responding to concerns that address day-to-day implementation of the safe environment programs. The Office of Safe Environment will provide initial training and continuing communication with updates and support to assist toward efficiency and completion of the Local Coordinator’s required tasks.

**The Local Coordinator is responsible for:**

* Creating and providing communication tools regarding policy and requirements such as registration forms, handouts, posts, emails, or other methods for onboarding purposes of employees, volunteers, chaperones, parents, ministry heads, and special event participants--like carnivals and festivals. Will also provide the steps needed for all participants to show verification of compliance, which is required prior to serving. (May utilize handouts and templates provided by the Office of Safe Environment.)
* Post the Safe Environment poster at various locations and publish the hotline numbers on various media formats like parish bulletins, school newsletters, and websites.
* Hold, at a minimum, an annual meeting to discuss and remind employees of the Safe Environment requirements including personal compliance, their role as mandatory reporters, as well as any site-specific procedures or concerns. This is often held prior to the start of a new school year. It can also be helpful to meet again prior to a major event like a carnival.
* Ensuring that the Safe Environment Policy requirements are implemented for all personnel prior to employment or on their first day of orientation. The fingerprint clearance letter must be received prior to their start date. Virtus training should be done prior to their start date, but can alternatively be completed on their first day, during orientation.
* Ensuring that the Safe Environment Policy requirements are implemented for all volunteers with access to children and/or vulnerable adults prior to their volunteer service. Including fingerprint clearance and Virtus training.
* Verify, monitor, and update Virtus accounts for employees, vendors, and volunteers including entering their background check clearance date garnered from the clearance letter.
* Maintain accurate User Lists and Compliance Reports to keep them up to date, more manageable, and verifiable.
* Ensure the children’s required two Virtus Teaching Boundary Safety lessons are the correct ones for the year and have been completed prior to Thanksgiving. Ensure that the numbers for those lessons are entered online and any Opt Out forms are submitted to the Office of Safe Environment.
* Complete and submit required data entries, reports, documents, and letters to the Safe Environment Office as requested by the auditors. This primarily includes the Safe Environment Report, the pastor’s letter of compliance, and the Excel update list. All three are due March 1st of each year. Forms and reminders are sent periodically from the Office of Safe Environment.
* Respond accordingly to updates, instructions, and recommendations as per the Office of Safe Environment.
* Always communicate concerns if unsure of how to proceed with any of the above responsibilities.