



JOB DESCRIPTION

Diocese of Fall River

JOB TITLE: Criminal Offender Record Information (CORI) Data Entry Specialist

POSITION TYPE: Regular Part-Time (20 hours per week)

SUMMARY: Supports the centralized Diocesan Criminal Offender Record Information (CORI) Program within the Office of Safe Environment in a manner consistent with the Diocese of Fall River's Policies and Procedures.

JOB RESPONSIBILITIES:

- Implement all facets of the Diocesan CORI background check program in accordance with Massachusetts law that governs CORI access
- Responsible for CORI acknowledgement form data entry into the Department of Justice Criminal Information Services database and the eAppsDB database
- Provide assistance and support to pastors, school principals, and parish and school employees and volunteers in regard to all CORI-related matters
- Uphold audit standards mandated by the Massachusetts Department of Criminal Justice Information Services and the Conference of Catholic Bishops Charter for the Protection of Children and Young People
- Communicate regularly with the Office of Safe Environment staff and assist external contacts requesting CORI program advice
- Interact in a positive and professional manner with staff and visitors at the Chancery and throughout the Diocese
- Perform administrative tasks needed to support the Office of Safe Environment
- Other duties as assigned

QUALIFICATIONS:

- Understanding and commitment to the teachings and mission of the Catholic Church
- Associate's degree or higher preferred
- Proficiency in Microsoft Office, including Word, Excel, and Outlook
- Excellent interpersonal skills
- Effective presentation and writing skills
- Strong service orientation
- Ability to communicate effectively
- A high degree of confidentiality and unequivocal discretion a must

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager
E-mail: mbertoldi@dioc-fr.org; Confidential Fax: (508) 689-7920;
Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer