



JOB DESCRIPTION

Diocese of Fall River

JOB TITLE: Victim Assistance Coordinator
DEPARTMENT: Office of Safe Environment

SUMMARY: The Victim Assistance Coordinator (VAC) oversees the Diocese of Fall River's response to the victims/survivors of sexual abuse by serving as a contact and support for them; serves as a case manager in coordinating access to information, therapy, and other support services; provides outreach to encourage those who have been harmed to seek avenues toward healing and restoration; provides vehicles for and communicates opportunities for other outreach toward healing and restoration; provides methods for and communicates opportunities for other outreach including parishes and families who have been affected by abuse and the Diocese at large.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a good working relationship with legal and civil authorities, and provide consultation to the Diocesan Review Board
- Provide long term ongoing contact with victims/survivors through various means of communication
- Develop and implement outreach services for families of victims/survivors
- Coordinate on-site visits to parishes and schools when notice of sexual abuse, current or historical, is reported at that site
- Maintain contact with and exchange resources with those involved in sexual trauma in the community
- Consult with victims/survivors in the development of outreach programs
- Provide input on safe environment issues
- Provide information about available resources
- Advise victims of their right to report to civil authorities and inform them that they will be supported in the exercise of that right
- Assure that all mandatory reporting laws are observed and provide periodic training for mandated reporters
- Serve as a case manager to provide on-going contact with the victims/survivors and offer resources and assistance
- Make referrals for clinical care and coordinate the process for consultation on treatment plans and payment for clinical services
- Manage and coordinate files ensuring that contact information is updated regularly and that databases are complete and accurate
- Maintain confidentiality of records and files
- Collaborate with other offices and agencies, diocesan and community based, to ensure that the most up-to-date information and research to assist victims/survivors is available
- Participate in the national network of Victim Assistance Coordinators through the United States Conference of Catholic Bishops (USCCB) Office for Child and Youth Protection
- Perform other duties as assigned

QUALIFICATIONS:

- Master's Degree in social work or equivalent is preferred or an equal level of education and experience in related fields dealing with victims of trauma as a result of sexual abuse
- Clinician who is independently licensed
- Understanding and commitment to the teachings and mission of the Catholic Church
- Five years of experience in the practice of a related discipline
- Proficiency in Microsoft Office
- Program development skills
- 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

PHYSICAL PERFORMANCE ELEMENTS:

- Occasional local travel within the Diocese required
- Weekend and evening work hours may be required
- Ability to use a computer keyboard for up to eight hours/day
- Ability to sit for up to eight hours/day
- Ability to lift up to 20 pounds

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@diocese-fr.org; Confidential Fax: (508) 689-7920; Mail: Diocese of Fall River, The Chancery, 450 Highland Avenue, Fall River, MA 02722.

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