



JOB TITLE: Diocesan Resource Officer
DEPARTMENT: Chancery

SUMMARY: The Diocesan Resource Officer will work with Catholic Schools Office and Office of Safe Environment to foster a safe and healthy environment for all Catholic School students, staff and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishing and maintaining a close partnership with school administrators and other school personnel to provide for a safe school environment.
- Deterring misconduct through prevention and intervention.
- Assisting the school administration and the office of safe environment when acts of abuse, violence or other crimes are committed.
- Serving as the liaison between local police departments and Catholic schools.
- Assisting with security, safety and crisis planning for schools and their facilities.
- Providing teacher and staff training on safe environment matters.
- Acting as a resource to parents.
- Providing alcohol and other drug resistance education and prevention.
- Being visible, proactive, available, and professional within the school community.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum: Bachelor's Degree in Criminal Justice.
- At least five years' experience conducting investigations, including trauma informed interviews.
- Experience in sexual assault cases; certification preferred.
- Proficiency in Microsoft Office applications.
- Excellent interpersonal skills.
- Effective presentation and writing skills.
- Ability to communicate effectively.
- A high degree of confidentiality and unequivocal discretion a must.
- Understanding and commitment to the teachings and mission of the Catholic Church.

PHYSICAL PERFORMANCE ELEMENTS:

- 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 lift 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 Peter Powers, SHRM-SCP, Executive Director of Human Resources and Administration. E-mail: ppowers@dioc-fr.org; Confidential Fax: (508) 689-7920; Mail: Diocese of Fall River, The Chancery, 450 Highland Avenue, Fall River, MA 02722.

Equal Opportunity Employer