



# Diocese of Laredo Job Announcement

Posting Date: April 11, 2022

**Application Deadline: Continuous**

<b>Position:</b> Safe Environment/HR Coordinator	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Bachelor’s Degree. Minimum of five years of work experience in Human Resources administration and a leadership role. Must be bilingual, with an ability to write reports and correspondence in English and Spanish. Must have strong public speaking skills and demonstrated leadership skills. Preferred experience in processing background checks and strong knowledge of the federal laws associated with the process. Ability to maintain a database and generate required reports. Must travel to diocesan locations.	
<b>Start Date:</b> Immediate	<b>Location:</b> Chancery
<b>Position Status:</b> Full-time (40 hours per week)	<b>Work Schedule:</b> Monday – Friday, and as needed

**Position Summary:**

Ensures the diocese complies with the Charter for the Protection of Children and Young People. Processes background checks for all required to comply with the Charter. Coordinates efforts to ensure that all clergy, employees and volunteers in the diocese who have unsupervised contact with children and youth complete the Safe Environment training. Updates Safe Environment policies regularly to ensure they reflect the requirements of the Charter. Assists the Director of Human Resources with maintaining a database and pertinent records for HR and Charter compliance.

**Essential Duties, Functions and Responsibilities:** (complete job description available at the HR Office)

- Audits parishes and schools for safe environment compliance on an annual basis.
- Maintains a current database of clergy, employees and volunteers who have completed Safe Environment training and sends reminders as necessary for renewal training.
- Ensures training, renewal training and background checks are completed by all required.
- Responsible for completing the annual Charter for the Protection of Children and Young People audit documents and for the timely submission to the auditing firm.
- Prepares and files the supporting documents for the annual Charter audit.
- Creates Safe Environment Policy Manual and updates it as necessary in accordance with the Charter.
- Enters background check data in the HR database and CMG Connect.
- Prepares monthly billing and reconciliation of background checks.
- Assists with new hire processing and onboarding, as necessary.

**Additional Skills, Certifications or Licenses:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Proficiency with computer and office equipment.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St. - Laredo, Texas 78043

(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement**