



JOB DESCRIPTION
As at September 2022

POSITION TITLE: Safeguarding Officer (unpaid church worker)

DEPARTMENT Safeguarding Program Office

TYPE: Casual Volunteer

REPORTS TO: Safeguarding Program Director and Parish Priest

REPORTING TO THIS ROLE: N/A

JOB SUMMARY: The Safeguarding Program Office is the Catholic Archdiocese of Perth's abiding commitment to promoting the safety, welfare, and well-being of those within the church community, especially children and adults at risk.

The Safeguarding Program is informed by a fundamental belief that children and adults at risk always have the right to physical and psychological safety and that the Church as a Christian institution, should now and into the future be at the forefront of efforts to make this a reality.

The Safeguarding Program Office is dedicated to the prevention of abuse to children and adults at risk which is influenced by a proactive approach to complying with the National Catholic Safeguarding Standards.

The Safeguarding Officer helps support the implementation of the National Catholic Safeguarding Standards (NCSS) that create and maintain a safe and nurturing environment for children and adults at risk.

KEY RESPONSIBILITIES

Support

- Supporting others in the Parish to understand the Safeguarding Policy and Safeguarding Guidelines including the Commitment Statement, Code of Conduct and other policies as required.
- Be available to discuss Safeguarding issues and concerns.
- Support the Parish Priest with the implementation of the NCSS as set out by the Australian Catholic Safeguarding Limited.
- Assist with the completion of the Safeguarding Activities Assessment Tool (SAAT) together with the Parish Priest.
- Promote screening of church workers including the completion of the Safeguarding personal declaration, Working with Children Card and National Police Clearance as necessary.

Engagement

- Coordinate with the Parish Priest and Safeguarding Program Director on safeguarding matters.
- Promote awareness of safeguarding initiatives and community safeguarding events.
- Report any concerns raised or allegations made of abuse to the Safeguarding Office and/or civil authorities (e.g., WA Police or Department of Communities).



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- Promote the Safeguarding Program Induction and Refresher training for Church Workers.

Training

- Be available to attend the Safeguarding Officer Training Day and a refresher course every three years.

EXPERIENCE, SKILLS AND KNOWLEDGE

To be suitable for this role, it is important for candidates to possess the following:

ESSENTIAL

- Complete the Safeguarding Personal Declaration
- Hold a valid WA Working with Children Card (WWCC) and Volunteer National Police Clearance (VNPC) as per the CAP Screening and Monitoring Policy (CAP-SM 001).
- Understand issues of confidentiality and the sensitive nature of abuse.
- Aware of his/her limitations, be willing and able to seek advice and refer accordingly.
- Have good written and oral communication skills.

DESIRABLE

- Understand issues of confidentiality and the sensitive nature of abuse.

PERSONAL QUALITIES

- Ability to be objective and impartial.
- Be a good listener and approachable.
- Commitment to witnessing and promoting the distinctive ethos and values of the Catholic Church.