



OFFICE OF SAFE ENVIRONMENT

Safe Environment Facilitator Requirements & Expectations

Position Summary

The Safe Environment Facilitator represents the Diocese of Syracuse's Office of Safe Environment by leading initial and recertification training sessions as outlined by the Diocesan Safe Environment Committee. In this capacity, the facilitator plays a key role in the Diocese's ministry, serving as a resource on preventing child sexual abuse and highlighting the vital responsibility adults have in protecting children from abuse.

Requirements

- Must be 21 years of age or older.
- The Safe Environment facilitator is a volunteer position, with the Diocese covering expenses related to training sessions.
- Must have current Safe Environment credentials.
- Completion of the Safe Environment Facilitator application is required, including submission of three references.
- Participation in a phone interview is required before attending the Train-the-Facilitator training.
- Must attend a one-day Train-the-Facilitator training.
- Must observe at least one initial or recertification session before conducting a Safe Environment training on own.
- Committed to facilitating a minimum of four Safe Environment training sessions annually (one initial and one recertification session in both Fall and Spring).
- Must have access to a computer, internet, email, and printer.
- Facilitators are expected to uphold and reflect the mission of the Diocese in their conduct.

Essential Duties

- Lead initial and recertification Safe Environment training sessions within the Diocese of Syracuse, utilizing materials provided by the Office of Safe Environment.
- Schedule and facilitate at least two initial and two recertification Safe Environment training sessions annually, with one set between January and June, and the other between July and December.

- Follow all policies and procedural guidelines set forth by the Office of Safe Environment for facilitators.
- Coordinate the scheduling of initial Safe Environment training sessions through the Office of Safe Environment, managing registrations via Google Forms/Sheets.
- Coordinate the scheduling of recertification Safe Environment training sessions through the Office of Safe Environment, managing registrations via Google Forms/Sheets.
- Submit all confidential paperwork to the Safe Environment Program Coordinator within 48 hours of completing a training session.
- Provide appropriate resources and support to individuals seeking healing and reconciliation related to sexual abuse.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills.
- Effective presentation and public speaking abilities.
- Commitment to the mission of safeguarding children, youth, and vulnerable adults..
- Comfort in addressing sensitive topics, including child sexual abuse.
- Excellent organizational skills.
- Openness to learning the program's objectives and facilitation techniques.
- Ability to stay composed under pressure and remain focused on training goals.
- Confidence in leading group discussions and actively engaging participants.
- Ability to handle sensitive information with confidentiality, empathy, and compassion.
- Proficient computer skills for email communication and accessing web-based diocesan resources.
- Capability to operate audiovisual equipment or willingness to learn.