**FACILITATOR POSITION DESCRIPTION**

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**Title:** *Protecting God’s Children for Adults*® Facilitator

**Division:** Office of Child and Youth Protection

Diocese of Kansas City – St. Joseph

**Reports to:** Safe Environment Program Coordinator

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**Position Summary**

The Facilitator serves as an extension of the Office of Child and Youth Protection for the Diocese of

Kansas City – St. Joseph. This position facilitates small and large group workshops as specified by VIRTUS® and the Safe Environment Program Coordinator. The Facilitator represents the Diocese in this important volunteer ministry and is a resource on the topic of child sexual abuse. The Facilitator communicates the importance of caring and safe adults in the prevention of child sexual abuse.

**Essential Duties**

1. Provide *Protecting God’s Children for Adults*® workshops within the Diocese of Kansas City – St. Joseph utilizing prepared materials as specified by VIRTUS® and the Diocese.

2. Comply with all policies and procedural guidelines from the Office of Child and Youth Protection.

3. Support the Office of Child and Youth Protection by providing other training opportunities as needed.

4. Utilize the library of VIRTUS® resources and the VIRTUS® database to schedule sessions, manage registrations, and print sign-in sheets and other materials.

5. Provide the Office of Child and Youth Protection with legible copies of all sign-in sheets immediately following the completion of each workshop. Sheets may be scanned and emailed or submitted via fax.

6. Participate in ongoing safety education through the monthly bulletins provided by VIRTUS® and through other methods available from the Office of Child and Youth Protection.

7. Participate in diocesan facilitator updates to remain current and meet all expectations associated with the program.

8. Schedule and offer to deliver at least two workshops per year.

9. Offer appropriate resources to those needing healing and reconciliation as a result of sexual abuse.

**Knowledge, Skills, and Abilities**

* Strong communication skills (verbal and written)
* Effective presentation skills
* Dedication to the mission of the protection of children and vulnerable adults
* Ability to speak comfortably about the topic of child sexual abuse
* Effective organizational skills
* Willingness to learn the objectives of facilitation in relation to the program
* Ability to stay calm under pressure and focused on program objectives
* Confidence in facilitating groups and engaging them in discussion
* Ability to handle sensitive issues with confidentiality, empathy, and compassion
* Computer skills to communicate effectively via email and to work with the VIRTUS® database and other web-based diocesan materials
* Ability to use audiovisual equipment or demonstration of a willingness to learn

**Basic Expectations**

* Successful completion of a *Protecting God’s Children for Adults*® workshop
* Active VIRTUS® account with documentation of a current signed copy of the *Ethics and Integrity in Ministry* (EIM) *Code of Conduct* Policy
* Successful passing of a Background Check within the past five years with documentation in an active VIRTUS® account
* Completion of the Facilitator Candidate Application form, including the provision of three references with one recommended to be from your pastor or school principal
* Participation in an office or telephone interview prior to acceptance into the Train-the-Facilitator training
* Attendance at the Train-the-Facilitator two-day training provided by the diocese followed by attendance at a model session in a half-day setting
* Commitment to participation in diocesan facilitator updates and ongoing safety education through VIRTUS®
* Commitment to schedule and offer to deliver at least two workshops per year

Effective 1/2/20

Supersedes 1/5/18