



# *Catholic Diocese of Sioux Falls*

## JOB DESCRIPTION

### TITLE

Victim Assistance Coordinator

### REPORTS TO:

Chancellor, Diocese of Sioux Falls

### EMPLOYMENT STATUS:

Contracted, PRN

### BASIC FUNCTION:

Represent the Bishop in compassionate outreach to Victims/Survivors of sexual misconduct of Church personnel (ordained, non-ordained) of the Diocese of Sioux Falls.

Offer assistance to Victims/Survivors seeking psychological, emotional, and/or spiritual resources that will help them deal with the effects of the abuse they have suffered.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Facilitates healing through a compassionate presence and response. Receives all inquiries with the presumption that the account of abuse the individual provides is accurate and true.
- Functions as a case manager.
  - Documents reports of sexual misconduct or abuse;
  - Establishes and maintains contact with the victim of such misconduct or abuse for purposes of providing healing assistance;
  - Encourages victims to report any illegal conduct to law enforcement;
  - Advises victims that the Victim's Assistance Coordinator will submit the report of misconduct or abuse to the Diocese for purposes of addressing the offending clergy;
  - Advises victims that the Victim's Assistance Coordinator and the Diocese will submit any report of illegal activity to law enforcement.
  - Maintains a list of therapy resources and counselors who employ a Christo-centric approach to healing and who have previous experience in working with victims of abuse by clergy and/or moral leaders and offers the services of such resources and counselors to victims.
  - Coordinates the arrangement of financial support to be provided for counseling services by the Diocese of Sioux Falls.
  - Assures timely and appropriate follow-up, support, information, etc. with the Victim-Survivor, family and any other appropriate persons (i.e. attorney).

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- Maintains confidentiality regarding all reports of sexual misconduct or abuse except:
  - In communicating with the Diocese for purposes of addressing the offending clergy;
  - When the reporter of such conduct expressly consents to disclosure; or
  - When the Victim Assistance Coordinator is required by law to disclose such reports.
- Cooperates with the independent investigator and law enforcement as needed.
- Attends Clergy Review Board meetings to provide assistance when requested.
- When receiving calls for individuals seeking deliverance, forward them directly to Chancellor.

**TIME ALLOCATION:**

PRN

**PREFERRED/ESSENTIAL SKILLS:**

- Master Degree in Social Work, Counseling or related field.
- 5-years' experience in supporting Victims-Survivors of child sexual abuse.
- Embodied knowledge of the Catholic faith
- Consistent attention to detail
- Accuracy in communication
- Excellent organizational skills

## **Directions Provided on Diocesan Website**

### ***Persons Wishing to Report Abuse***

If you suffered abuse, it was not your fault. If you are a victim of sexual abuse by a priest, deacon, or individual representing the Catholic Church, there are several things you can do:

- *If you believe someone is in imminent danger or this is a situation of current abuse involving a minor please call 911.*
- Contact the appropriate law enforcement agency, which can help determine options for making a criminal complaint.
- Contact a local child protection agency, a private attorney, a support group, an abuse hotline, or a mental health professional.
- Contact the diocesan victim assistance coordinator who is available to help victims/survivors make a formal complaint of abuse to the diocese.
  - If requested and deemed to be appropriate by both the victim survivor and the Victim Assistance Coordinator (VAC), the VAC may arrange a personal meeting with the bishop or his representative.
  - The VAC is also in a position to connect victims to supportive services that address the emotional, psychological, and/or spiritual impact that abuse has had a on a victim and/or his/her family.
  - The VAC can be reached at (800)700-7867 or at [vac@sfcatholic.org](mailto:vac@sfcatholic.org)
- To report an allegation of abuse or mishandling of allegations of sexual abuse by a bishop please visit the [Catholic Bishop Abuse Reporting Service website](#).