Safe Environment Administrator Role Description
Diocese of Saginaw

The Safe Environment (SE) Administrator uses the VIRTUS database for safe environment compliance requirements at the local (parish, school, or affiliate) level. The SE Administrator's primary responsibilities are:

1. Maintain professional and confidential discretion at all times.
2. Be knowledgeable in the provisions and application of the Diocese of Saginaw's Policy for the Protection of Children, Young People, and Vulnerable Adults.
3. Acquire signed forms (i.e., completed Criminal Background Check, Standards of Ministerial Behavior, Minor Statement of Behavior) **prior to** employment or volunteer ministry.
    - Return copies of completed forms to the Diocesan Compliance Coordinator.
    - Maintain the signed, original forms in a personnel/volunteer file in a locked location.
    - Maintain accurate information in the VIRTUS database for your location and follow up when discrepancies are found.
4. Ensure that all individuals required to comply have a VIRTUS account, including email address, role(s), primary location.
5. Monitor completion of training requirements for all employees and volunteers who have regular and frequent contact with minors and/or vulnerable adults.
    - Ensure new employees or volunteers complete Safe Environment LIVE training within 30 days of being hired or volunteering for their ministry, respectively.
    - Ensure all other active Users needing training are scheduled and have been completed.
    - Inactivate users who are not in compliance and notify them what they need to do to become compliant.
6. Coordinate the completion of the annual SE Compliance Review
7. Schools only: Fingerprint completed prior to employment or voluntary ministry.

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