

Northern California Conference
Job Description

DATE:	January 2023	Title:	Child Safety Compliance Coordinator
LOCATION:	NCC Office	Wage/Salary:	\$5,045.04 - \$5,885.88/monthly
STATUS:	Full-time/Regular/Exempt	ERI Category:	26
REPORTS TO:	Department Director(s)		

SUMMARY: Under the initial supervision of the Youth and Children’s Ministries directors, the incumbent will manage NCC’s compliance of California Assembly Bill 506 (AB-506), which requires all employees and regular volunteers who are 18 years of age or older and who have direct contact with, or supervision of, children to complete a Live Scan background check and child abuse and neglect reporting training, also known as mandated reporter training.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Develop, implement, and maintain a tracking system for volunteers and employees that integrates with current databases.
2. Facilitate the updating and maintenance of clearance procedures to ensure all entities are compliant with AB-506 using the tracking system.
3. Manage detailed and confidential information that will help to monitor churches, schools, and other NCC entities for AB-506 compliance and proactively initiate communication.
4. Obtain and maintain clearance with the CA Dept of Justice to process Live Scan clearance.
5. Prepare quarterly reports to be reviewed by NCC administration and designated supervisors.
6. Obtain and maintain access to Sterling Volunteers (or its equivalent) and serve as a resource for all entities.
7. Responsible for understanding and following proper protocol when made aware of negative background check findings.
8. Provide training and technical assistance to NCC entities.
9. Manage and process billing for local entities per NCC protocol.
10. Serve on NCC ad hoc safety officer committees.
11. Perform other duties as assigned.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information. This includes refraining from accessing confidential data or discussing sensitive information with coworkers, friends, families, or other associates without a legitimate “need to know” and/or proper authorization. Follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, emotional intelligence, and intellectual ability. The requirements below represent the knowledge, skill, ability, and physical requirements to perform the job.

Education and/or Experience

A bachelor's degree in a related field is desired. In lieu of a bachelor's degree, four years of experience working in a compliance field such as human resources, risk management, education, or social services will be considered.

Language Skills

Strong verbal and written communication/presentation skills with the ability to effectively communicate across all levels of the organization. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquiries or complaints. Spanish speaking preferred.

Mathematical Skills

Must be able to add, subtract, multiply, and divide into all units of measure using whole numbers, common fractions, and decimals. Must possess the ability to read and create charts and graphs.

Computer Skills

Must be proficient in Publication Software, Microsoft Office Suite (Word, Excel, Outlook), Google Docs, and One Drive. Must possess computer literacy for internet research and knowledge.

Reasoning Ability

Strong analytical, decision making and problem-solving skills with attention to detail. Must be flexible and highly adaptable. Ability to apply logical or scientific thinking principles to a wide range of intellectual and practical problems. Must deal with nonverbal symbolism and various abstract and concrete variables.

Certificates, Licenses, Registrations

Upon hire, obtain the required California Department of Justice certifications. (Must be a member of the Seventh-day Adventist Church, in regular standing.)

Other Skills and Abilities

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Self-motivated, showing personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. The ability to testify in a court of law if required, and willing to comply with all other legal requirements for this position when necessary. Regular attendance is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of a keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment is usually an office setting with a moderate noise level. The work area is well-lighted and ventilated. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Some travel and weekend work are required.

*** * * Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**