

# **Job Description**

## HEART Team Coordinator

**Reports to:** Harassment Education Advisory Response Team (HEART)

**Duties:**

- Assume the duties of an Harassment Education Advisory Responder (HEAR), and
- Coordinate the meetings of the HEART
- Facilitate annual training of new HEARs
- Receive reports of alleged violence, discrimination, and harassment from HEARs regarding events at their pastoral charge
- Initiate, coordinate, and facilitate cooperative HEART Task Groups to investigate, respond, and report on allegations of violence, discrimination, and harassment as defined by the Violence and Harassment Prevention Policy
- Maintain complete records of all harassment, discrimination, and violence reports, investigations, and outcomes
- Submit reports if required by the Ministry of Labour or the Ontario Human Rights Commission.