

Job Description

Harassment Education Advisory Responder

Reports to: Board / Council of the Pastoral Charge, and
Harassment Education Advisory Response Team (HEART)

Duties:

- Complete and submit a confidentiality agreement to the HEART Team Coordinator
- Attend and participate in meetings of the HEART
- Implement and keep current the Violence and Harassment Prevention Policy in their pastoral charge
- Ensure awareness of the policy by:
 - Clearly displaying a copy of it in a central location, accessible and visible to all volunteers, officers, Order of Ministry personnel and employees.
 - Educating all new volunteers, officers, Order of Ministry personnel and employees on all aspects of the policy
- Create and promote prevention plans within the pastoral charge with the objective of promoting a safe and secure environment
- Promote risk and vulnerability prevention by completing annual safety and procedural checklists relating to violence and harassment issues, as well as through survey or other consultation with volunteers, officers, Order of Ministry personnel and employees
- Liaise with volunteers, officers, Order of Ministry personnel and employees to address incidents of violence, discrimination or harassment within the pastoral charge which do not require a cooperative HEART team investigation
- Address incidents of violence, discrimination or harassment, as defined by the policy, by receiving reports of any such allegation or incident.
- Initiate the cooperative response process upon receipt of such a report
- Ensure that all incidents or allegations of violence or harassment, including the outcome of any investigations, are reported to the Board/Council of the pastoral charge (with appropriate protection of the privacy of all parties).
- Participate in cooperative investigations of alleged violence or harassment in other pastoral charges, on an as needed basis, as requested by the HEART Team Coordinator.