**HOUSTON’S FIRST BAPTIST CHURCH**

**Position Assignment:**

**Job Title:** Safeguarding Assistant **Department:** Safeguarding

**Hired By:** Safeguarding Director **Reports To:** Safeguarding Director

**Campus:** Loop **Status:** Part Time

 **Employment Category:** V

**Summary of Position:** The Safeguarding Assistant reports to the Safeguarding Director and serves the Safeguarding Team and staff with administrative, clerical, and organizational support primarily focusing on processing of volunteer background checks.

**Purpose:** To provide Godly, effective, and excellent administrative support services to the Safeguarding Team and overall Safeguarding Screening Process.

**Duties and Responsibilities:**

* Maintain the Ministry Safe Control Panel
* Order volunteer background checks
* Maintain confidentiality while processing volunteer background checks under the supervision of the Safeguarding Director
* Process Ministry Safe Training requests
* Assist the Safeguarding Team in maintaining accurate records of volunteers

**Skills Requirements:** Select all that apply.

[x] Language skills [x] Math skills [ ] Reasoning ability

Computer skills: [x] Windows [ ] Mac [x] MS Office [x] MS Outlook

 [x] Other: Rock RMS Database

[x] Administration [x] Service to others [ ] Teacher/Leader

[x] Good Communication skills [x] Team builder [x] Self-disciplined

[ ] Servant leader [ ] Decision maker [x] Strong work ethic

[ ] Empathy for ministry partners [x] Attention to detail

[x] Other: Ability to maintain confidentiality with confidential or sensitive information

**Education and/or Experience:** Select all that apply

[ ] College graduate preferred [x] Administrative Experience [ ] Personnel Management

[ ] Church Staff experience preferred [ ] Other: Click here to enter text.

**Organizational Relationships:** Reports to Safeguarding Director

**Working Conditions:** Select all that apply

[ ] 40 hour work week [ ] Additional hours as needed [ ] Occasional off campus activities

[ ] Continuing Education [x] Specialized training [ ] Occasional travel

**Prepared By:** Jenny Sheets **Title:** Safeguarding Director

**Date Prepared or Revised:** February 9, 2024

**Signature of preparer:**

I have read and received a copy of my job description.  I understand this document overrides anything I have understood in the past.  I further understand that I am expected to work according to this job description.  If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

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Employee Signature                                                                            Date**

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Print Name**