

HOUSTON'S FIRST BAPTIST CHURCH

Job Title: Safeguarding Specialist

Department: Safeguarding

Recruited By: Safeguarding Director

Reports To: Safeguarding Director

Location: Loop Campus

Status: Full Time

Employment Category: IV

Summary of Position: The Safeguarding Specialist plays a key role on the Safeguarding Team, ensuring effective implementation of HFBC 's Safeguarding Policy. This position is primarily responsible for coordinating and supporting Godly, effective, and excellent screening, training, and compliance efforts for Spanish-speaking staff, church members, and programs, while also assisting with English language Safeguarding processes. The Safeguarding Specialist must exercise a high level of discretion when handling confidential or sensitive information and demonstrate professionalism and composure in emotionally sensitive situations.

Purpose: To support the mission of HFBC by promoting a culture of safety through the effective implementation of the church's Safeguarding Policy. The Safeguarding Specialist ensures that all screening, training, and compliance processes are carried out with excellence, integrity, and confidentiality, helping to protect the well-being of all individuals involved in church programs and activities.

Duties and Responsibilities:

- Serve as the primary point of contact for Safeguarding-related questions, phone calls, and emails with Spanish-speaking staff and church members.
- Share responsibility in processing Safeguarding volunteer interest forms ensuring potential volunteers receive a timely and accurate response.
- Serve as the primary bilingual screener for potential Spanish-speaking hires or renewal screening of Spanish-speaking staff. Assist in the screening of English-speaking new hires or staff renewals.
- Conduct new hire code of conduct training in Spanish for all new Spanish-speaking hires. Conduct new hire onboarding for English-speaking staff as requested by the Safeguarding Director.
- Primary point of contact for all Safeguarding-related Spanish/English translation needs.
- Serve as the backup for processing background check requests as needed.
- Assist the Safeguarding Director in following up on background check alerts with staff and potential volunteers.
- Lead or attend meetings with other departments, child-serving programs, potential or current volunteers, as requested by the Safeguarding Director
- Responsible for keeping track of personal business-related expenses, submitting monthly expense reports, and submitting invoices for payment.
- Share responsibility with the Safeguarding team for maintaining accurate records of Safeguarding training compliance.
- Submit basecamp and web requests for all related Safeguarding department printed and digital promotional materials.
- Provide communication related to Safeguarding Department events, training dates, and meetings to applicable staff and volunteers.
- Participate in specific training related to child protection and safeguarding.
- Facilitate training on Safeguarding in English and Spanish for staff, volunteers, parents, or outside groups.
- Attend child-serving programs, events, camps, and trips to provide monitoring and oversight as requested by the Safeguarding Director.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒ Language skills

☒ Math skills

☒ Reasoning ability

PC skills: ☐

☒ Windows

☒ MS Office

☒ MS Outlook

☒ MS Excel

☒ Other: Rock

☒ Administration

☒ Service to others

☒ Teacher/Leader

☒ Good Communication skills

☒ Team builder

☒ Self-disciplined

☒ Servant leader

☒ Decision maker

☒ Strong work ethic

☒ Empathy for stakeholders

☒ Attention to detail

☒ Other: Discretion with confidential or sensitive information, ability to maintain composure in urgent or emotionally demanding situations. Fluent English and Spanish communication skills, speaking, reading and writing.

Education and/or Experience: Select all that apply

☒ College graduate preferred

☒ Administrative Experience

☐ Personnel Management

☒ Church Staff experience preferred

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

☒ Specialized training

☒ Occasional travel

Prepared By: Jenny Sheets

Title: Safeguarding Director

Date Prepared or Revised: June 17, 2025

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.

Employee Signature

Date

Print Name