

OCA CENTRAL ADMINISTRATIVE OFFICE

CALL FOR PROPOSALS

TITLE: INVESTIGATOR, OFFICE FOR REVIEW OF SEXUAL MISCONDUCT ALLEGATIONS

NUMBER: 0631

REPORTS TO: Chancellor, through the Coordinator of the Office for Review of Sexual Misconduct Allegations

Contract

Introduction: The OCA's Office for Review of Sexual Misconduct Allegations (ORSMA) is inviting proposals from professional investigators who wish to be considered for work on a project basis. Proposals should contain 1) a detailed CV of professional training, background and record of experience in conducting investigations, 2) proposed rate of pay and expenses 3) preferred geographical region and availability.

Supervisory and Job Controls: The Coordinator of ORSMA will assign cases to investigators on an as-needed basis. Investigator develops and carries out investigative plan in cooperation with the Coordinator, Response Teams, diocesan leadership and ORSMA consultants. Follows legal, regulatory and financial best practices guidelines in accomplishing work, keeping the Coordinator informed of non-routine issues and decisions.

Major Duties

The Investigator is responsible to the Coordinator of ORSMA for investigating allegations involving sexual misconduct by Church employees, clergy, monastics, seminarians and laity.

1. Receives and/or reviews allegations received by the Chancery concerning sexual misconduct by clergy, monastics, seminarians, church employees and laity. Works closely with the Coordinator of the ORSMA and other church personnel and consultants to develop investigative plan in accordance with the Church's *Policies, Standards, and Procedures on Sexual Misconduct*. As required, reports progress and problems and to the Coordinator, Chancellor and consultants to ORSMA.
2. As assigned, conducts inquiries into allegations of sexual misconduct, obtaining details of the allegations through interviews, and presents recommendations to the Chancellor, Coordinator and ORSMA consultants concerning potential investigations.
3. As assigned, works closely with and gives leadership and direction to Response Team.
4. In conjunction with the Chancellor, Coordinator, General Counsel, and ORSMA consultants may be required to act as witness and/or Church representative where allegations have been referred to civil and law enforcement authorities.
5. Makes recommendations concerning implementation and improvement of the Church's *Policies, Standards, and Procedures on Sexual Misconduct*.
6. Makes recommendations and provides creative input towards developing increased and improved training for clergy, Church employees, and lay persons to enable a better understanding of their

duties under the Church's *Policies, Standards, and Procedures on Sexual Misconduct*, including their mandatory reporting obligations under state law.

Performs Other Duties as Assigned

Job Requirements

1. Available to work as needed at Chancery, from home, electronically and to travel on short notice
2. Training and experience in conducting investigations, especially concerning clergy sexual misconduct
3. Pastoral/personal skills in speaking with victims of sexual misconduct, their families and parishes
4. Ability to speak languages used in OCA communities an advantage

Personal Relations

Interacts with a wide range of clergy, hierarchs, and laity, as well as police and investigative agencies. May be called on to interact without outside media, support groups and interested parties. May have to interact with both alleged accusers and accused. Uses skill in persuasion, team-building, and negotiation to achieve assigned goals and resolve problems and conflicts.

Signature & Date

This job description accurately describes the duties and responsibilities of the position of Investigator for Office of Review of Sexual Misconduct Allegations.