

**OCA CENTRAL ADMINISTRATIVE OFFICE
JOB DESCRIPTION**

TITLE: COORDINATOR, OFFICE FOR REVIEW OF SEXUAL MISCONDUCT ALLEGATIONS

REPORTS TO: Chancellor

NUMBER: 0630
EXEMPT
Level 12

Supervisory and Job Controls: The Coordinator reports to the Chancellor, but has full decisional authority to investigate and report on all allegations of sexual misconduct. Works closely with the Sexual Misconduct Policy Advisory Committee (SMPAC) to ensure that investigations and recommendations are carried out and implemented. Develop and carries out programs within assigned areas. Follows legal, regulatory and financial best practices guidelines in accomplishing work. Keeps the Chancellor informed of all non-routine issues and decisions. Work is assessed in terms of overall accomplishments in coordinating and managing the office in relation to Holy Synod, the Central Church and dioceses.

Major Duties

Serves as coordinator of the Office for Review of Sexual Misconduct Allegations (ORSMA) while working in close conjunction with the Chancellor, diocesan leadership, investigators, Response Teams, consultants to the Office and the OCA's Sexual Misconduct Policy Advisory Committee (SMPAC). Develops and manages education and prevention programs throughout the Orthodox Church in America.

1. Serves as contact person for all allegations/accusations of sexual misconduct and works in conjunction with the Chancellor, investigators and ORSMA consultants. Keeps meticulous records of all communications.
2. Advises OCA personnel on a day-to-day basis concerning matters of policy and cases involving sexual misconduct. Serves as a member of the SMPAC.
3. Coordinates all investigations of sexual misconduct allegations– including follow-up and review of past cases. Maintains all files pertaining to cases of sexual misconduct. Works closely with the Holy Synod, Chancellor and diocesan authorities to implement OCA policies and reports regularly on progress. Maintains policies on confidentiality as determined by SMPAC in collaboration with church authorities.
4. Consults with seminary and diocesan authorities regarding the assessment of candidates for seminary, monasticism, ordination and reception into the ranks of clergy. Ensures that all candidates have a completed background check and psychological evaluation on file at the Chancery. Serves as official OCA liaison to seminaries, monasteries and other church institutions in this capacity.
5. Prepares information and teaching material on addressing and preventing misconduct for every level of Church activity including parishes, dioceses, seminaries, monasteries and other church institutions. Presents material in these different settings and trains others to conduct such training.

6. Assists in organization of teams at the diocesan level. Helps identify local resources and develops expertise on the particular legal requirements of each jurisdiction. Records dated jurisdictional legal requirements as an OCA resource.
7. Coordinates all preventive efforts in matter of sexual misconduct from the parochial level to the OCA as a whole. Provides information and education on best practices related to sexual misconduct, background search, compliance issues. Maintains statistics in regard to all cases reported and reviewed. Maintains annual diocesan compliance reports submitted by Diocesan bishops and presents results to the Holy Synod.
8. Coordinates, trains and consults in cases of reintegration of lay sexual offenders in a parish setting. Participates in developing guidelines for this reintegration.
9. Makes recommendations concerning implementation and improvement of the Church's *Policies, Standards, and Procedures on Sexual Misconduct*.
10. 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.
11. Maintains files on all known sexual offenders in the OCA: clergy and laity. Maintains files on all allegations (founded and unfounded).
12. Interfaces with victim support groups and media in conjunction with the Secretary, Legal Committee and Crisis Management Response Team.
13. Serves as the primary OCA contact person for victims to call confidentially. Recruits, trains and makes known additional contact persons as may be needed. Implements anonymous clergy sexual misconduct hotline for reporting and follows up on such reports.
14. Works with the Assembly of Canonical Orthodox Bishops of North and Central America to coordinate guidelines and work in the area of sexual misconduct. Reports clergy sexual misconduct on non-OCA clergy to appropriate authorities of the Orthodox jurisdiction concerned.
15. Reports all suspected abuse and sexual misconduct of children to proper legal authorities.
16. In conjunction with the Chancellor, ORSMA consultants and SMPAC, seeks out and identifies persons with significant investigative and law enforcement training and experience as potential investigators and members of Response Teams.

17. Travels to attend meetings of the Sexual Misconduct Advisory Committee, or with hierarchs, and engages in periodic travel supporting the objectives of the Church regarding sexual misconduct issues.

Performs Other Duties as Assigned

Job Requirements

1. Background and minimum 3 years experience in issues of sexual misconduct including appropriate training and certification.
2. Has at least Master's Degree in psychology, counseling, social work, or related discipline and is certified in Counseling. PhD and some theological education an advantage.
3. Strong skills in persuasive oral and written communication.
4. Proven skills in counseling, education and training as evidenced by prior work evaluations and letters of recommendation.
5. Good knowledge of the structure, programs, traditions, and key personnel of the Church.
6. Familiarity with legal system in regard to abuse issues.
7. Skills in languages spoken in OCA parishes an advantage.

Personal Relations

Interacts with a wide range of clergy, hierarchs, and laity, as well as police, courts and investigative agencies. May be called on to interact with 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. The person filling this position will need to have very clear boundaries in personal relationships and an ability to speak and act authoritatively with church leaders. Any enabling of clergy, monastics, seminarians, church employees or laity involved in or accused of sexual misconduct is grounds for immediate dismissal.

Signature & Date

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