

# Job Description



1	<b>Job Title</b>	Disclosure Clerk
2	<b>Term of Office</b>	2 years
3	<b>Responsible to</b>	Church Board
4	<b>Job Summary</b>	
	Responsible for undertaking the safeguarding administrative tasks of the church.	
5	<b>Primary Functions and Responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Work with the Responsible Persons, Safeguarding Person, Pastor &amp; Church Board to identify those who need to be vetted</li> <li>• Issue job descriptions for employees/volunteers, where necessary</li> <li>• Have a grasp of the procedures and processes of vetting and give time to continual training provided by the Irish Mission</li> <li>• Work with vetting applicant to guide them through the process of vetting</li> <li>• To inform the Responsible Person and/or Pastor when vetting a clear vetting disclosure has been obtained from the Seventh-day Adventist Church in Ireland for an individual</li> <li>• Process the vetting for applicants</li> <li>• Maintain a list, in conjunction with the Irish Mission, of all individuals vetted and available to work/volunteer in the local church</li> <li>• Maintain confidentiality at all times</li> <li>• Keep records containing personal information secure at all times</li> <li>• Delete personal information once it has been passed on to the necessary persons in a secure and time-sensitive manner</li> <li>• Other duties as necessary</li> </ul>	