

CCC's Equity and Diversity Initiatives:

CCC continues to develop strategies to enhance a diverse, equitable, and inclusive environment for tenants, program participants, and staff.

- **Staff recruiting, hiring, retention, and training:**
 - Human Resources actively engages in recruitment efforts to promote diversity in our applicant pool. CCC recruits through job postings accessible to our tenants and clients, through minority publications, and through notices distributed among community networks. Positions are posted with over 70 different external resources that target different populations including racial minorities, women, veterans, and people with disabilities.
 - Human Resources completes annual analysis of employment decisions for disparities as part of its Affirmative Action Plan.
 - Job descriptions are reviewed to evaluate necessary qualifications and when appropriate, considers experience in place of educational requirements.
 - CCC provides comprehensive recruitment training for supervisors that includes education regarding equal employment opportunity and bias. In addition, CCC has developed all staff mandatory trainings that discuss diversity, cross cultural communication, stereotypes, and speaking up.
 - Staff are encouraged to participate in an agency-wide Diversity Committee that is open to every employee. CCC also offers opportunities for staff to participate in external trainings and external trainers are brought into the agency to provide trainings addressing cultural issues in services. CCC is currently offering staff the opportunity to participate in a 5 week peer support specialist training. A full day of this training is dedicated to cultural sensitivity.
 - CCC has developed several scholarship funds that supports staff in continuing their education. Scholarships are available for a variety of higher education opportunities with preference given to staff of color.

- **Board members recruiting and retention:** CCC's Board Governance Committee and senior management staff lead our Board recruitment process. Board recruitment at CCC is complicated by the diverse work undertaken by the organization and CCC must seek Board members with backgrounds in the following program areas: Primary Healthcare, Housing, Behavioral Health, Addiction Treatment, and Employment Programming. Increasing the diversity of the Board, especially in the areas of race, ethnicity, gender, and age, has been and will continue to be a priority for the Board and CCC leadership.

- **Strategic Plan and Culturally Specific Services:** CCC has embedded equity throughout the organizations strategic plan. CCC has committed to providing equitable access for services offered and evaluates the organization's scope, resources, and ability to further the development of culturally specific services to communities of color. The organization evaluates access/participation in programs for disparities and identifies action items that support further development of culturally specific programs/services.
 - Last year CCC expanded services to members of the African American community through the development of the Imani Center which provides comprehensive behavioral health and support services to African Americans seeking services. This program has

culturally specific leadership and staff who work with participants to address needs using a culturally specific approach to services.

- CCC continues to provide comprehensive services to members of the Latino/a community through Puentes. Puentes has culturally specific leadership and staff and all services are provided in Spanish. Puentes alumni recently developed a Latino Advisory Council. This Council focuses on outreach to their community to provide information on services, support of current program participants, and advocacy for the highest level of culturally responsive care for members of their community.
 - Flip the Script is a new reentry program focused on reducing recidivism for African Americans leaving the justice system. Flip the Script focuses on breaking the cycles that send people of color back to prison more often than other parolees.
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- **Equity and Inclusion Assessment:** In 2014, CCC leadership supported the development of an Equity and Inclusion team to evaluate staff perspective on equity and inclusion across the organization. This team spent a year engaging in the development of a staff survey and the facilitation of 18 community specific round table discussions. Equity and inclusion were evaluated across 8 indicators and recommendations for action items are being presented to leadership as well as all agency staff.



CENTRAL CITY CONCERN

HOMES HEALTH JOBS

JOB DESCRIPTION

TITLE: Director of Equity & Inclusion - 50050
DEPARTMENT: Administration
REPORTS TO: Chief Executive Officer/Chief Human Resources Officer - Interim
REPRESENTED: No
FLSA: Exempt

SUMMARY: The Director of Equity & Inclusion is responsible for operationalizing the organization's commitment and strategic initiatives related to equity, diversity, and inclusion. This role is one that leads CCC's workforce diversity and inclusion initiatives and provides racial equity analysis for CCC's programmatic outcomes. The position provides programmatic and staff support, leadership, and consultation to all levels of the organization in order to directly and indirectly enhance all services provided by the agency. The position is a member of the Executive Leadership Team and represents Central City Concern at community, City, County, and State levels. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work as part of the CCC executive team overseeing the long term health, effectiveness, strength and direction of the organization.
2. Collaborate with Organization Leadership to integrate diversity, inclusion, and equity practices into institutional workplace practices.
3. Provide guidance and support to Organization Leadership in areas of diversity, equity, and inclusion.
4. Provide technical assistance to Organization Leadership and other identified agency work groups regarding cross-cultural communications and collaborations.
5. Provide strategic leadership in the development of culturally specific and culturally competent policy and service delivery models.
6. Responsible for the development, implementation, and reporting on organizational equity plan in partnership with organizational stakeholders.
7. Work with the Quality Management department to analyze participant access, outcome, and experience data by race/ethnicity, age, gender identity, sexual orientation, and other categories. Identify and respond, in partnership with Organization Leadership, to any areas of identified disparity.

8. Strengthen CCC's relationships and collaborations within all segments of the community regarding diversity, equity, and inclusion.
9. Provide resources to employees seeking support around diversity/equity/inclusion challenges.
10. Provide leadership and coordination to CCC's Diversity Steering Committee.
11. Develop and deliver trainings and workshops related to diversity, equity, and inclusion.
12. Advocate for mission-focused departmental and organizational change, even when such advocacy may meet with resistance
13. Support leadership efforts to ensure that staff throughout the agency understand the agency diversity and inclusion initiatives.
14. Incorporate diversity and inclusion education into existing and newly created training programs.
15. Adhere to all state and federal privacy regulations, including HIPAA and 42 CFR Part 2, and to CCC policies and agreements regarding confidentiality, privacy, and security. Support compliance with all privacy and security requirements pursuant to community partners' and outside providers' patient confidentiality agreements, including privacy and security requirements for EMR access. This includes immediately reporting any breach of protected health information or personal identification information of any person receiving CCC services by CCC or an outside provider to the CCC Compliance Department, as well as to your supervisor or their designee.

SKILLS AND ABILITIES:

1. Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnership between departments and levels of leadership.
2. Ability to monitor indicators of organizational culture and engage employees and senior leadership to create organizational change.
3. Ability to provide leadership.
4. An understanding of diversity and inclusion practices.
5. An understanding of the history of oppression and racial inequity in the United States.
6. Ability to translate theoretical and historical principles of racial equity to the organizational context.
7. An understanding of systemic and institutional racial bias and best practices for dismantling it.
8. Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
9. Demonstrated organization skills; able to manage multiple projects and to move quickly from one to another.
10. Ability to communicate effectively in a training environment
11. Ability to remain solution-focused and respectful in all interactions with staff, co-workers, vendors, and clients.
12. Sufficient manual dexterity and physical ability to perform assigned tasks
13. Ability to manage time and meet deadlines
14. Ability to maintain accurate records and necessary paperwork
15. Ability to provide support and training to other staff

MINIMUM QUALIFICATIONS:

1. Requires a minimum of a BA/BS in social work, psychology, business, education or related field. Master's Degree preferred.
2. Minimum 5 years' experience advocating for and implementing change within a multi-cultural environment.
3. Minimum 2 years' experience developing and implementing diversity/equity/inclusion programs.
4. Direct service, nonprofit experience preferred.
5. Ability to communicate in languages other than English preferred.
6. Demonstrated understanding of cultural values and norms of various communities, particularly of African American and Recovery communities.
7. Understanding of culturally-specific resources available within the community.
8. Effective intercultural communication skills and ability to advocate/address issues of diversity.
9. Sensitivity and understanding of specific barriers which may lead to lack of access and engagement.
10. Experience supervising and leading teams.
11. Experience developing and implementing trainings.
12. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
13. If a recovering chemically dependent person, must currently be clean and sober.
14. Must possess a current driver's license, access to a vehicle, qualify as an Acceptable Driver as designated in Central City Concern's Fleet Safety policy. Must pass an initial drivers training within 60 days of being an approved driver and continued recertification training. Must maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.
15. Must pass a pre-employment drug screen, TB test, and background check
16. Must adhere to agency's non-discrimination policies
17. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientation, and to treat each individual with respect and dignity.

Central City Concern is a second chance employer and complies with applicable laws regarding consideration of criminal background for employment purposes. Government regulations, contractual requirements, or the duties of this particular job may require CCC to conduct a background check and take appropriate action to address prior criminal convictions.

EQUAL OPPORTUNITY EMPLOYER

Employee Signature

Date

Employee Printed Name