



TERM-LIMITED
EQUITY AND DIVERSITY COORDINATOR

DEFINITION: Under supervision of the HHS Program Integrity Quality Assurance Manager or other designated senior leader, leads a comprehensive California Equitable Recovery Initiative program across the Inyo County Health and Human Services Department for the purpose of working with county and regional partners to address health disparities and inequity. This position is responsible for leading complex program development, implementation and evaluation, including policy development and operations for an ever-evolving program area in alignment with California Equitable Recovery Initiative (CERI) Grant and the state Equity Plan. The successful candidate will lead and support culturally responsive policies, systems and environmental change, as well as education within the Department and to the public with a focus on mitigating health disparities within a public health delivery system.

ESSENTIAL JOB DUTIES: Evaluates new and existing internal and external departmental organizational and operational policies, procedures, programs, services, and initiatives that support equity and identifies opportunities to maximize efforts and lead policy process review as it relates to equity; coordinate and provide leadership to existing departmental efforts to address equity and diversity; engage and mobilize community members, agencies, leaders, and other partners for community planning, solutions and program design; collaborate with colleagues and community members to identify, develop, implement and evaluate strategic, effective health equity strategies; serve as a connector and resource to staff and/or community partners around equity and diversity best/promising practices; build and maintain departmental relationships and help influence change and positive behaviors across the organization; play a critical role in advancing the Department's mission of *Strengthening Resilience & Well-Being In Our Community* by fostering a culture of inclusion; evaluate the short- and long-term impact of equity and diversity strategies through effective goal setting, key performance indicators, action plans, surveys, and metrics to assess and track progress over time; create presentations, communications and reports to update on equity and diversity strategies, programs, and initiatives; gather and perform research and analysis on current equity and diversity trends and best practices, benchmarking, needs assessments, focus groups, surveys, etc.; and act as an advisor to leadership and recommend process improvement strategies regarding resource allocation, talent management, and organizational alignment. May supervise other employees and perform other duties, as assigned.

MINIMUM QUALIFICATIONS:

Training/Experience: Equivalent to graduation from a four-year college or university with major coursework in public health, public policy, public administration, social work, education or a closely related field AND

- a. Two years of experience providing professional-level program or administrative support to management, preferably in a health-care setting directly related to this assignment; OR,
- b. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Skills in: Facilitation of meetings between various internal and external partners with various levels of

understanding of equality and diversity; Coordinating staff or volunteers and delegating tasks and authority; Researching, investigating, evaluating, and creating strategic plans; Prevention strategies; Program planning, implementation, communication and coordination skills; Collecting, analyzing, interpreting, and communicating quantitative and qualitative data; Assessing and prioritizing multiple tasks, projects, and demands; Demonstrated cultural competency and ability to work with diverse groups of people; Demonstration of sound judgement, social competency, adaptability, initiative, enthusiasm and resourcefulness, as well as dedication to duty.

Special requirements: Must possess a valid California driver's license. Must successfully complete a pre-employment background check. Must have physical ability to produce written documentation by hand or computer; sit, stand, walk, twist, and lift and carry up to 30 pounds; climb and descend stairs.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral examination.

