



EQUITY AND DIVERSITY COORDINATOR

DEFINITION: Under supervision of the HHS Program Integrity Quality Assurance Manager or other designated senior leader, leads a comprehensive program across the Inyo County Health and Human Services Department for the purpose of working with county and regional partners to address disparities and inequity impacting the health and welfare of area residents. 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, the state Equity Plan, and other State-mandated initiatives. This position will perform a broad scope of organizational studies related to diversity, equity, and inclusion which requires the collection and analysis of data and the formulation of recommendations. The successful candidate, under the guidance and direction of HHS leadership, 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 disparities impacting health and well-being, using a whole health lens within a health and human services 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; assist in pursuing grant opportunities in the area of equity, diversity and inclusion; coordinate and provide leadership to existing departmental efforts to address equity and diversity; design, coordinate, and/or facilitate diversity and equity workshops, presentations, learning opportunities and other strategies that promote diversity, equity and inclusion; review, recommend, and implement policies, regulations and procedures that address issues of disproportionality, diversity and cultural competency; convene and facilitate equity committees to assist with cultivating department-wide expertise to eliminate equity gaps and develop proactive ways of building a more equitable system; serve as a coordinator and liaison to develop mutually beneficial relationships and partnerships with community organizations that surround issues of equity; 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. Will work in the community as well as in an office environment. May supervise other employees and perform other duties, as assigned.

MINIMUM QUALIFICATIONS:

Training/Experience:

Path 1: Graduation from a four-year college or university with major coursework in public health, public policy, public administration, social work, education, social justice, ethics, or a closely related field AND Two years of experience providing professional-level program or administrative support to management, preferably in a healthcare setting directly related to this assignment; OR

Path II: Graduation from a four-year college preferred, however a combination of training and experience can be substituted on a year-to-year basis for education requirement. Experience must be equivalent to one of the employment standards listed above, as well as provides the required knowledge and abilities below:

Knowledge of:

Principles, practices, trends, and research methodologies related to diversity, equity, and inclusion; racial and social justice issues, and the impacts of those specific to rural areas, including issues affecting public health; operations people of diverse racial, ethnic, cultural, and socioeconomic backgrounds; project management, principles and practices of policy development and implementation, organizational learning and development, and program development.

Skills:

- Demonstrated facilitation experience. Ability to connect and work within communities with a wide range of stakeholders.
- Exceptional oral, written and presentation skills, effectively adjusted to the audience, including the ability to communicate effectively with the executive leadership team
- Coordinating staff or volunteers and delegating tasks and authority
- A track record of managing confidential matters and developing trust with colleagues at all levels
- Researching, investigating, evaluating, and creating strategic plans
- Collecting, analyzing, interpreting, and communicating quantitative and qualitative data
- Assessing and prioritizing multiple tasks, projects, and demands
- Basic analysis and problem-solving skills.
- Basic computer skills, including experience with Microsoft Office Suite.
- Demonstrated ability to work collaboratively with individuals and groups from various identities, cultures, and backgrounds
- Knowledge and embodiment of diversity and inclusion best practices.
- Use 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.