



Equity and Cultural Diversity Specialist

PURPOSE:

To implement WRC's DDS approved plan to promote equity and address disparities in POS spending. To assist in designing and initiating community outreach projects, especially for ethnic or cultural groups identified as being unrepresented or under-served by the Regional Center.

NATURE OF WORK:

- Works closely with our Language Access and Cultural Engagement Specialists and Westside Leadership team to coordinate and implement our Language Access and Cultural Competency Plan
- Assists in developing benchmarks and metrics for measuring and implementing project goals.
- Work closely with upper management and the Executive Team to make sure that the scope and direction of each project component is on schedule, as well as other departments for support.
- Coordinates and participates in the implementation of the WRC Strategic Plan.
- Assist in community outreach projects and programs using the WRC website, Social Media Platforms, newsletter and text messaging to ensure accessibility of information and communication to meet the diverse needs of our community.
- Ensures that social media and other communication is culturally and linguistically appropriate and accessible.
- Utilizes the Everbridge system to connect with the target community on upcoming events, trainings, workshops, and meetings.
- Assists in monitoring, tracking data, and oversees improvement cycles of POS disparities with the development of WRC's Equity Project Dashboard.
- Coordinates outreach and support efforts with the WRC's Family Resource and Empowerment Center.
- Assists in developing flyers, a monthly newsletter and informational materials and works closely with our language access and deaf and hard of hearing specialist to ensure those materials meet the language needs of our community.
- Assists in coordinating and facilitating bilingual outreach events to different community stakeholder groups.
- Participates in interagency committees.
- Participates in training activities that will assist WRC's strategic approach to reaching identified goals and objectives.
- Participates in monthly Cultural Specialist Teleconferences with DDS.
- Assists in the development of the Annual Report on Public Meetings Regarding Disparity in the Purchase of Services and submits to DDS.
- Develops the Annual ABX2-1: Funding to Promote Equity and Reduce Disparities– Approved Activities Survey and submits to DDS.

This key role will also have demonstrated competency in the following areas:

- Knowledge of individuals with developmental and intellectual disabilities.
- Knowledge of Regional Center programs and operations.

- Understanding of group process; multi-cultural issues in service provision
- Ability to plan and schedule own work
- Ability to be available for evening and weekend hours, as needed for community events
- Formulates and implements project goals and objectives
- Organizes meetings and events
- Effective oral presentation skills
- Effective writing skills in English and Spanish
- Interacts with others from a wide variety of cultural and social backgrounds
- Knowledge of word processing software (Microsoft Word) is required
- Working knowledge of Excel and Power Point Presentations
- Effective communication and counseling techniques.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, the human social services fields or a related field and four years' experience working with individuals with developmental disabilities. Demonstrated experience working with underserved communities.
- A Master's degree in a related field can be substituted for one year of the required experience.

SPECIAL REQUIREMENTS:

Specific experience and/or demonstrated capacity to:

- Teamwork: values others, cooperates, is flexible, and collaborates.
- Respectful Communication: good reflective listening - has patience, manages own reactions, and ensures understanding.
- Professionalism: Respects the Agency and its employees, is positive, responds, follows through, and maintains boundaries.
- Acknowledges Differences: shows cultural awareness and is mindful of others.
- Continuous Learning: Is technically competent, demonstrates good judgment, maintains and builds own skills

This position will primarily be based in the office; however, remote work may also be available. This a full time, non-exempt role and hours may varies based on the needs of the Westside Regional Center.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire;

also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to Jobs-WRC@Westsiderc.org.