



Language Access & Cultural Engagement Specialist

PURPOSE:

Reporting to the Director of Clinical Services, the Language Access and Cultural Engagement Specialist will assist WRC in improving access to information and services for multi-lingual, monolingual, and diverse cultural groups.

NATURE OF WORK:

- Coordinates the development and implementation of the annual “Language Access & Cultural Competency Plan”
- Coordinates the translation of vital documents, brochures, flyers, booklets, promotional information, newsletters, and internet website content into threshold languages
- Coordinates and streamlines culturally competent language interpretation services for service planning meetings, public meetings, workshops, trainings, ad hoc calls, etc.
- Coordinates periodic assessments of language access and cultural resource needs through surveys, listening sessions, focus groups, public meetings, etc.
- Implements internal and external quality control measures to ensure the availability, accuracy, readability, and cultural appropriateness of translations.
- Works with our contracted consultants to update and maintain multilingual content for our website and social media

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

- Must be detail oriented and willing to learn new skills
- Ability to work independently and within a team
- Ability to work on multiple projects with different objectives simultaneously
- Strong organization, communication and project management skills
- Intermediate knowledge of Microsoft Office (Word, Excel, Outlook)
- Bilingual in English and Spanish, or English and Farsi
- Possession of a valid CA Driver’s License and minimum legal automobile liability insurance
- 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 communications, public health, management, or other related fields
- Three (3) years of professional experience managing projects or Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification
- A Master's degree in a related field is preferred.

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.

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 by the closing date.