

REGIONAL CENTER OF THE EAST BAY
Job Description

POSITION TITLE: Diversity and Equity Specialist – Bilingual
(Bilingual in English and Spanish, Cantonese, Mandarin, or Vietnamese)

SALARY RANGE: \$2,451.55 - \$3,256.41 Bi-weekly
\$63,740.30 - \$84,666.66 Annual

REPORTS TO: Director, Health and Behavioral Services

LOCATION: San Leandro

DUTIES:

Under general direction, this position is responsible for developing and implementing Regional Center of the East Bay (RCEB)'s plans to promote equitable access to services and to reduce disparities in services and supports in our diverse community. This position will provide leadership to ensure that all services and supports are provided in ways that are culturally and linguistically inclusive for the communities we serve. As the central point of contact for diversity and equity efforts, this specialist will be knowledgeable about the community and able to identify emerging trends, develop relationships, and collaborate with multiple entities to respond to ongoing changes.

1. Responsible for all activities related to RCEB's implementation of the requirements of Welfare and Institutions Code Section 4519.5 including data analysis, stakeholder meetings, and development of plans to address disparities. Prepares required reports and proposals.
2. Develops and implements strategies for advancing cultural competency within the regional center including among all staff. Measures and reports progress utilizing data and other methods of feedback. Provides ongoing trainings and coordinates other specialized trainings as needed.
3. Develops and implements strategies for advancing cultural competency within the service provider community in order to promote equity within the regional center. Provides annual trainings and advises on additional trainings.
4. Participates in the planning and implementation of events designed to educate and support individuals with developmental disabilities and their families that are specifically designed to increase attendance in diverse cultural and linguistic communities. Plans outreach events in the general community in order to ensure that all communities are aware of and appropriately referred for services.
5. Ensures that regional center communication methods meet the needs of our community both culturally and linguistically. Introduces new methods of communication to address underrepresented groups. Analyzes communication strategies for effectiveness and modifies as needed.
6. Identifies, builds and maintains partnerships and collaborations with local community agencies and various stakeholders to assist in outreach efforts designed to identify, educate, and inform clients and families.
7. Other related duties as assigned.

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MINIMUM QUALIFICATIONS:

1. Master's degree in education, social work or a human services field; Bachelors degree in education, social work, or a human services field and four years of specific community organizing experience with underserved communities or relevant education and a minimum of eight years of experience in community organizing with underserved communities including in leadership roles.
2. Minimum of four years of experience that includes:
 - a. Experience in developing and implementing successful projects that promote equity in diverse communities and/or
 - b. Experience in the field of developmental disabilities working clients and families from diverse cultural, linguistic, and socioeconomic backgrounds.
3. Excellent written and verbal communication skills. Ability to communicate clearly and concisely in both verbal and written form.
4. Excellent public speaking, presentation, and training skills.
5. Ability to analyze data and utilize computer software including but not limited to Excel.
6. Excellent organizational skills required. Must be able to develop a course of action and follow through within timeframes.
7. Ability to regularly participate in meetings and outreach activities during evenings and weekends.
8. Written and oral fluency in English and one of the other threshold languages in Alameda and Contra Costa Counties (Spanish, Cantonese, Mandarin, or Vietnamese).
9. Automobile and valid driver's license.