



Center for Human Services

Building a stronger community...one family at a time.

Administrative Offices: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement **DEI Manager**

GENERAL DESCRIPTION

This position leads the development and implementation of proactive diversity, equity and inclusion initiatives which will support CHS's goals and initiatives. The DEI Manager will lead the development of a vision and effective strategy that champions the importance and value of a diverse, equitable, and inclusive work environment. They will also engage staff and clients/participants to build a welcoming and inclusive culture at CHS. The DEI Manager will assess barriers and develop strategies focused on recruiting and retaining a diverse workforce. They will design training initiatives around diversity, equity, inclusion, and other topics designed to increase awareness and support of equity and inclusion values. This position is a management-level position, reporting directly to the Executive Director and serving as a member of the Operational Leadership Team and Continuous Quality Improvement Team. This position is a minimum of 32 hours a week and up to 40 hours a week. It is an exempt position supervised by the Executive Director.

MAJOR RESPONSIBILITIES – Specific for this position

- Plans, guides, and advises agency on DEI best practices
- Collaborates with all leadership in the development and implementation of DEI goals
- Collaborates with management team, to create, implement and monitor programs designed to ensure fair and equitable treatment of employees and clients
- Coordinates and facilitates DEI Team meetings and activities
- Develops and implements agency-wide training to promote cultural understanding and humility and a culture of equity and inclusion
- Participates in the recruitment and retention efforts of historically excluded groups.
- Manages the DEI budget, including recommending expenditures
- Identifies external trends and integrates best practices that increase diversity among the work force
- Provides updates and revisions to CHS policies/procedures, job descriptions, protocols, other internal documents to reinforce diversity and equity in the workplace, foster an inclusive environment, and protect historically excluded groups
- Represents CHS at various employee recruitment events (like job fairs)
- Ensures the needs and concerns of historically excluded individuals are represented in internal and external functions
- Coaches staff on best communication practices and behaviors to create an environment inclusive of historically excluded staff, clients, and community members. Assists in the resolution of complaints and issues related to DEI
- Works closely with HR to improve opportunities and employee advancement for historically excluded staff
- Analyzes key data and metrics central to building a more diverse, equitable, and inclusive workplace
- Performs other duties as assigned

MAJOR RESPONSIBILITIES – Agency in general

- Provides all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participates in creating and maintaining an equitable and inclusive workplace that values diversity and treats everyone with dignity and respect.

- Utilizes teamwork and open communication

MINIMUM REQUIREMENTS

- Bachelors' degree (sociology, social anthropology, public administration, human resource management or other related field) or equivalent experience
- Previous management experience preferred
- Deep understanding of structural racism and its manifestations in systems and organizations
- Demonstrated commitment to diversity, cultural humility, and inclusion
- Demonstrated commitment to racial and social justice
- Strong communication, leadership, and interpersonal skills
- Ability to communicate well both orally and in writing
- Ability to work effectively in a team environment, and to develop staff skills
- Understanding of behavioral health and family support services, approaches, and philosophies
- Demonstrated ability to work cooperatively with other organizations and community groups
- Comfort and skill with networking
- Flexible, motivated to achieve goals, and able to navigate the complexities of systemic change.
- Demonstrated commitment to confronting racism, sexism, heterosexism, and other discriminatory practices and behaviors
- Committed to constant self-education around addressing race, power, and privilege at an individual and systemic level
- Sense of humor

LOCATION

This position is located at Center for Human Services 17018 15th Ave NE Shoreline site.

SALARY

Salaried equivalent to \$26 - \$27 per hour plus excellent benefit package (100% paid health insurance – no deductible, no co-pay, and no co-insurance, life insurance, & long term disability insurance; 403-B match; generous leave program; etc.)

APPLICATION PROCEDURE

Submit cover letter and resume electronically to jobopportunities@chs-nw.org. BIPOC individuals are encouraged to apply.

CLOSES

Open until filled

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.