

JOB DESCRIPTION

TITLE: **BILINGUAL REGIONAL LEAD, DIVERSITY, EQUITY & INCLUSION**

REPORTS TO: Eastern Zone Executive Director Network

EFFECTIVE DATE: February 2019- **One Year Contract**

LOCATION: Eastern Zone (Kawartha Haliburton Children's Aid Society, Family and Children's Services of Frontenac, Lennox and Addington, Highland Shores Children's Aid Society, Family and Children's Services of Lanark, Leeds and Grenville, The Children's Aid Society of Ottawa, Family and Children's Services of Renfrew County, Children's Aid Society of the United Counties of Stormont, Dundas and Glengarry, Valoris for Children and Adults of Prescott-Russell)
Office location will be determined by the successful applicants location-travel to all locations will be required.

ROLE

Reporting to the Eastern Zone ED Network, the Regional Lead, Diversity, Equity and Inclusion is responsible for developing and implementing the diversity, equity and inclusion strategies in the Zone to support the collective actions of diverse communities to promote and support the well-being of children, youth and families.

The position serves as a thought leader on issues related to diversity, equity and inclusion, and is integral to the Zone's commitment and approach to this work.

The role positively and proactively influences leaders across the agencies to own and deliver on the diversity, equity and inclusion mandate, and provides tools and supports to assist them in this work.

PRINCIPLE RESPONSIBILITIES

1. Leads the development of the strategy and design of Zone wide approach to diversity, equity and inclusion. Develops an annual work plan related to Zone's goals and objectives, the broader environment, and the needs of communities in the Eastern Zone. Accountable for the successful completion of deliverables as per the work plan.
2. Develops strategies for integration of the principles of the diversity, equity and inclusion into each agency policies and procedures.
3. Prepares materials and presentations related to diversity, equity and inclusion for the Boards in the Zone
4. Works with the communications departments to develop communication strategies that are inclusive and can be utilized throughout the Zone.
5. Works with quality assurance (QA) departments in the Zone to develop metrics for assessing the effectiveness of corporate diversity initiatives.

6. Works with Human Resources (HR) Eastern Zone Network to integrate a diversity, equity and inclusion lens in HR practices e.g., recruitment, retention, performance management, leadership and training. Assists HREZ in developing and collecting metrics related to diversity and inclusion in staff complement and in areas such as recruitment, promotion, turnover, etc.
7. Works collaboratively with the Training Teams in each organization to implement training programs for staff and management (e.g., developed by OACAS, Regional Diversity Roundtable, etc.) to improve their competence on issues related to diversity, equity and inclusion. Provides tools and supports to management and staff on progressive ways to enhance the dialogue and practice related to diversity, equity and inclusion.
8. Provides Support and Leadership for Implementing Provincial Practice Frameworks and Guides including but not limited to:
 - a) *One Vision One Voice: Changing the Child Welfare System for African Canadians*, which supports agencies in providing better services to African Canadian children, youth and families through organizational change through a race equity lens.
 - b) *The Other Side of the Door: A Practice Guide for Child Welfare Professionals in Working with First Nation, Inuit and Métis Peoples*, which was designed to strengthen understanding of the history of colonization within child welfare, the culture and strengths of FNMI families and communities, and prepare all child welfare professionals to fulfill legislative obligations with respect to providing services to FNMI families.
 - c) *Active Offer of French*
 - d) *LGBTQ Framework*
9. Through the manager, community education, builds community awareness to support early intervention programs, admission prevention and permanency planning strategy.
10. Maintains control of and accountability for the budget, providing reports as required.
11. Occupational Health & Safety

Works in a safe manner in accordance with health and safety policies and procedures and all relevant legislation.
12. Carries out other duties as assigned.

JOB SPECIFICATIONS/COMPETENCIES

1. Strong project management skills, with a proven ability to demonstrate accountability for time, cost and quality related to deliverables.
2. Successfully designed and implemented a Zone -wide, multi-year program, in the area of diversity, equity and inclusion.
3. Demonstrated ability to exercise discretion, judgement, and diplomacy, and to work independently without requiring a lot of direction, with a high degree of initiative and creativity in problem solving.
4. Excellent written and verbal communication skills: an articulate and versatile communicator for all levels of the organization and with external stakeholders.
5. A keen customer service orientation along with strong interpersonal skills to develop and maintain collaborative working relationships with key internal and external stakeholders at all levels.

6. An effective influencer and consensus builder.
7. Understanding and experience in adult education, training and curriculum development.
8. Theoretical knowledge and understanding of diversity, equity, and inclusion, including relevant legislation (e.g. Ontario Human Rights Code, AODA), and multiple equity frameworks (e.g., anti-oppression, anti-racism, anti-colonialism).
9. Demonstrated competence and skill in working with individuals from broad backgrounds, races, ethnicities, religions, sexual orientation, gender identity, disability, etc.
10. Experience working with the diverse communities, and sensitivity to their unique experiences, perspectives and needs.
11. Directly related management/leadership experience in social services or health care sectors.
12. Change Management experience.
13. Knowledge of Microsoft Office, with proficiency in Word, Power Point, Excel and Outlook.
14. Experience in working in unionized environment are considered assets.
15. Bilingual Language skills-Fluent in English and French are required.

QUALIFICATIONS

- Education: Master's degree in a relevant human services area (e.g., social work, equity, human resources) or a combination of education and experiences in the area of diversity and equity.
- Experience: Six or more years of experience focusing on diversity, equity and inclusion in child welfare or a related human or social services field

SALARY

\$95,000 to \$115,000, subject to an evaluation

DISCLAIMER

The preceding job description has been designed to indicate the general nature, level, and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Please submit your resume and cover letter to careers@fcsrenfrew.on.ca and reference "Bilingual Regional Lead, Diversity, Equity and Inclusion" in the subject line.

**You can also apply directly to:
Supervisor of Human Resources
Family and Children's Services of County of Renfrew
77 Mary Street, Suite 100
Pembroke, ON K8A 5V4**

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