



JOB DESCRIPTION

Job Title: **DIVERSITY, EQUITY AND INCLUSION COORDINATOR**

Job Location: **Thunder Bay, ON**

Reports To: **Executive Director**

Status: **Full Time, Permanent**

Salary Scale: **Coordinator Scale**

Position: **Non-Bargaining Position**

Position Purpose:

Reporting to the Executive Director, the Diversity, Equity and Inclusion Coordinator is responsible for developing and embedding the diversity, equity and inclusion framework at The Children's Aid Society of the District of Thunder Bay (TBCAS) 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 leader on issues related to diversity, equity and inclusion, and is integral to the Society's commitment and approach to this work internally and with the community. The role positively and proactively influences leaders across the agency to own and deliver on the diversity, equity and inclusion mandate, and provides tools and supports to assist them in this work.

Principle Responsibilities:

- Leads the development of the strategy, framework and design of Thunder Bay CAS's organization-wide framework to diversity, equity, and inclusion. Develops an Equity Action Plan and accompanying annual work plan related to agency goals and objectives, the broader environment, and the needs of the Thunder Bay and District communities. Accountable for the successful completion of deliverables as per the work plan.
- Develop a comprehensive agency implementation plan encompassing the following areas: Governance, Policies, Human Resources, Training, Service Delivery, Environment and Climate, Community Alliance Building, Data Collection.
- Provide guidance, coaching, mentorship within the Agency to develop and support the implementation of the Equity Action Plan.
- Participate in formal and informal Agency orientation activities to assess the organizational culture with a view to create an equity framework and implementation plan.
- Accountable for monitoring, analyzing, and regularly reporting on key performance indicators related to the annual work plan/framework.
- Supports the collection of data related to diversity, equity and inclusion across the agency (e.g., Clients, Staff, Foster Parents, Volunteers etc.).
- Responsible for the development, delivery and assessment of all training and development for anti-oppressive practice, equity, anti-racism and anti-black racism, systemic and institutional oppression, white privilege and ideology, for key stakeholders including the Board of Directors, Senior Management, Management, Staff, Volunteers, Foster Parents, as well as Students/Interns.
- Integrates the principles of the diversity, equity and inclusion into agency policies and procedures.

- Works with the Executive Director and applicable committees to develop communication strategies related to the portfolio and ensuring that the agency is represented as a diverse and inclusive organization in messages, images, and actions.
- Works with Quality Assurance (QA) Department to develop metrics for assessing the effectiveness of corporate diversity initiatives, as well as reporting client-related socio-demographic information and the preparation of reports related to the same. Also assists QA in preparing external reports related to this work (e.g., requests from the Ontario Human Rights Commission).
- Works with Human Resources (HR) to integrate a diversity, equity and inclusion lens in HR practices e.g., recruitment, retention, performance management, leadership and training. Assists HR in developing and collecting metrics related to diversity and inclusion in staff complement and in areas such as recruitment, promotion, turnover, succession planning etc.
- Works with the Management team to help ensure that services to clients are provided through a diversity, equity, and inclusion lens.
 - Permanency: to ensure that diversity, equity, and inclusion is considered in the recruitment of foster parents.
 - Volunteer Services: to ensure that diversity, equity, and inclusion is considered in the recruitment of volunteers.
 - Programs and Partnerships: to ensure that program offerings align with a diversity, equity, and inclusion lens and that our work in the community informs outreach, awareness building, and dialogue with marginalized, ethno cultural and/or racialized communities.
- Works collaboratively with the Manager of Support Services and Training Coordinator 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.
- Provides Support and Leadership for Implementing Provincial Practice Frameworks and Guides (i.e., LGBTQ, One Vision One Voice, The Other Side of the Door: A Practice Guide for Child Welfare Professionals in Working with First Nation, Inuit and Métis Peoples).
- Represents the Agency in the community, at meetings and forums, OACAS and other associations, stakeholder meetings, etc. Partners with organizations (e.g., Local Advisory Counsels) to ensure TBCAS is a leader for diversity, equity, and inclusion. Identifies opportunities for improving linkages, partnerships and joint ventures.
- Builds community awareness to support early intervention programs, admission prevention and permanency planning strategies.
- Advises and provides leadership to agency committees related to diversity, equity and inclusion (i.e. AOP, LAC), and ensures these groups have clear objectives and work plans. Develops strategies to enhance awareness, understanding, respect, and celebration of diversity, equity and inclusion among all staff and how power and intersectionality impact service users.
- Facilitate anti-racist, anti-oppression change initiatives utilizing a Trauma Informed Practice framework lens.
- Outreach and liaise with internal and external stakeholders to ensure responsiveness and accountability. Draft communications for social media platforms and the agency intranet.
- A valid driver's license and access to a vehicle
- Other duties as assigned.

Knowledge, Skills, Abilities and Competencies:

- Demonstrated competence and skill in working with individuals from broad backgrounds, races, ethnicities, religions, sexual orientation, gender identity and disability that is rooted in research, understanding of the lived experiences and voices of others including best practice.

- 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).
- An effective influencer and consensus builder.
- Training experience in various environments, using various techniques.
- Experience working with the diverse communities that are representative of Thunder Bay and District, and sensitivity to their unique experiences, perspectives and needs.
- Strong knowledge of the Truth and Reconciliation Call to Action, the OACAS Indigenous Reconciliation Framework, as well as the One Vision Once Voice Practice Framework for Ontario's child welfare and Trauma Informed Practice framework.
- Understanding of adult education.
- Provide guidance, coaching, mentorship within the agency to support the implementation of the Equity Action Plan.
- Understands the origins of systemic, cultural and interpersonal oppression and racism. Can consider ways to address and challenge others.
- Ability to assess the organizational and interpersonal dynamics related to oppression and racism.
- Understands ways to create safety and courage to encourage conversations about oppression, racism and privilege in all settings including training.
- Knowledge of organizational change management and demonstrated ability to think strategically.
- Maintain a high level of confidentiality regarding employee and agency information.
- Strong interpersonal, oral and written communication skills.
- Ability to provide critical thinking in all problem solving processes and deal effectively with conflict.

Qualifications and Requirements:

- Master's degree in a relevant human services area (e.g., social work, equity)
- Minimum of Five (5) or more years of progressively responsible positions focusing on Child Welfare/Social Services. Experience focusing diversity, equity and inclusion in child welfare or a related human or social services field. Experience in training and various training techniques.

Approved By: Senior Management Team	Approval Date: April 2021	Review Date: April 2024
-------------------------------------	---------------------------	-------------------------