

## Job Description

<b>Job Title:</b> Diversity Equity and Inclusion Specialist	<b>Reports To:</b> Director of Talent Development
<b>Status:</b> Exempt	<b>Last Revised:</b> 3/01/2021

The Diversity Equity and Inclusion Specialist proactively develops, delivers, and supports Diversity, Equity & Inclusion (DEI) strategies, initiatives, and policies for OSH. Additionally, this role is responsible for increasing organizational awareness within, but not limited to, the realms of racial, social, sexual, gender, mental health, LGBTQIA+, and disability issues by amplifying OSH's employees' and clients' voices while driving engagement across the organization. Together with the Talent Development Team and Subject Matter Experts, they work towards identifying each target audience's training needs and optimal development of OSH's workforce.

### Essential Job Functions

- Collaborate with OSH stakeholders (Management Team and DEI Committee) to define and align on DEI initiatives, timelines, and budgets.
- Develop plans focused on established DEI priorities in alignment with strategic guidelines that engage team members within the business to ensure sustainability and drive accountability across OSH.
- Collaborates with the Management Team, DEI Committee, and HR Department to review and update policies & procedures to ensure a diverse, equitable, and inclusive workplace.
- Partner with the DEI Committee to identify, define, and establish metrics for measuring DEI programs and policies' effectiveness and success.
- Partners with HR during DEI investigations and serves as a liaison between employees to bridge gaps in understanding and facilitate/encourage conversations across differences.
- Participates in the identification of individual knowledge/skill gaps creating barriers to a diverse, equitable, and inclusive workplace.
- Designs development activities and experiences strategically devised to address employee skill gaps impacting the organization's ability to meet DEI goals.
- Facilitates or assists in the facilitation of training and skill-building workshops covering a range of DEI topics.
- Facilitates or assists with facilitating individual and/or office education/re-education on DEI topics using experiential learning techniques.
- Partners with marketing to draft and execute DEI communications (emails, alerts, releases, etc.).
- Assists the instructional design and development teams with the creation of learner-centered, performance-based DEI training programs and development activities geared towards building awareness and a diverse, equitable, and inclusive workplace.
- Monitors employee feedback related to DEI concerns and programs and reports it to the Director of Talent Development and the VP, HR & Operations. Makes recommendations to improve program engagement or resolve problems.
- Creates and maintains DEI Hotline.

- Stays up to date on all emerging DEI trends, best practices, metrics, benchmarks, reporting requirements, and knowledge.
- Performs all other duties as required and assigned by OSH representative.
- Follows Open Systems Healthcare's Policies and Procedures.
- Follows Federal, State, and local rules and regulations pertaining to home care services.

#### **Required Qualifications, Education, and Experience**

- 4-year degree (BA/BS) in HR, OD, HRD or related field, preferred.
- 2+ years of experience in a DEI-related role such as equity consulting, diversity and inclusion research, urban leadership, adult training and facilitation, or client-facing counsel.
- Professional certification or training in Inclusive Leadership and/or DEI.
- Basic understanding of Microsoft Office.
- Familiarity with operations, compliance, human resources, training facilitation, and regulations is preferred.
- Must have a reliable form of transportation.

#### **Core Values**

- Teamwork (We Is The New Me): Works collaboratively together with others to achieve group goals and objectives
- Accountability (Celebrate The Wins; Be Aware Of Weaknesses): Takes personal responsibility for the quality and timeliness of work and actions and achieves results with little oversight.
- Conscientious (Do The Little Things...All Of Them): Conscientious in work ethic and interpersonal management.
- Motivation (Know The Why): Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
- Critical Thinking and Complex Problem Solving (Work The Problem): Resolves difficult or complicated challenges.
- Development and Continual Learning (We Don't Set Your Limits; You Do): Displays an ongoing commitment to learning and self-improvement.

#### **Preferred Competencies**

- Able to work in a fast paced work environment.
- Ability to effectively communicate externally as well as internally with all levels of the organization.
- Focus on Consumer Needs: Anticipate, understand, and respond appropriately to the needs of internal and external customers to meet or exceed their expectations within the organizational parameters.
- Ability to handle confidential information in compliance with HIPAA.
- Ability to handle sensitive information in a calm and professional manner.
- Ability to lead change and innovation.
- Ability to manage multiple tasks on a daily basis and manage time efficiently.
- Public relations ability, interpersonal skills and professional telephone manner.

- Problem Solving/Analysis.
- Project Management.
- Learning Sciences.
- Training Delivery and Facilitation.
- Cultural Awareness and Inclusion.
- Organizational Development Theories and Concepts.
- Change Management Theories and Concepts.
- Knowledge Management.
- Human Performance Improvement

**Working Conditions and Physical Demands**

- Estimated 10 % travel, dependent on need.
- Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and printers.
- Ability to perform tasks involving physical activity, which may include light-medium moving and extensive self-positioning.

Open Systems Healthcare, Inc is an EEO Employer: All qualified applicants will receive consideration for employment without regard to race, color, national origin, age, ancestry, sex, religious creed, disability, or any other category protected under law.

Interested and qualified candidates, please contact Angelina DeGrazia at [adegrazio@os-health.com](mailto:adegrazio@os-health.com).