

[The DSHS Office of Diversity and Inclusion](#) is seeking a vibrant social justice champion with vision and compassion to support DSHS employees, clients, communities, and external partners. The Chief Access & Inclusion Planning plays a tremendous role in designing innovative systems to champion access and inclusion across DSHS and the state. As Chief, you will have the opportunity to support the integration of diversity, equity, and inclusion in every aspect of our programs, activities, and services, and at every level of our organization to further our mission to *Transform Lives*.

You will provide guidance, advice, and consultation directly to the Secretary and DSHS Executive Leadership on concerns with significant legal, policy, financial, and social impact and consequences, particularly in the areas of disability and language access. Your expertise will help inform the future of a broad range of programs that provide vital social and health services to approximately 2.4 million Washingtonians.

In addition, you will have the opportunity to advance the agency's trailblazing Diverse Supplier Access & Inclusion program to increase business opportunities with qualified certified minority-, women-, and veteran-owned small businesses. You will also lead the agency's participation in statewide diverse supplier access & inclusion efforts as our representative in the Governor's Business Diversity Subcabinet Communities of Practice, and coordinate the review and implementation of the statewide Business Diversity Disparity Study recommendations.

Added benefits of the position include the opportunity to work for an energetic, supportive, and respected leader who understands the need for change and provides you the opportunity to bring your whole self to work; lead dynamic collaborative workgroups; and build meaningful relationships with passionate and dedicated employees and partners.

Some of What You'll Do

- Develop, enhance, and coordinate implementation of the DSHS Americans with Disabilities Act (ADA) Plan, Language Access Plan, and IT Access Plan.
- Develop, enhance, and implement an agency-wide self-evaluation system to occur every year. Lead agency compliance efforts in consultation with the ADA and Language Access Advisory Committees.
- Develop operational processes for alternative dispute resolution for constituent, employee, and vendor discrimination complaints to avoid potential litigation.
- Develop compliance training requirements to prevent potential litigation related to discrimination, improper use of federal funds, or false compliance claims for receipt of federal funds.

- Create formal grievance processes and feedback systems for employees and constituents on effectiveness and satisfaction of the grievance processes.
- Assist in coordinating complaint resolution and any necessary corrective action.
- Participate in stakeholder meetings impacting language assistance services contracts managed by DSHS and the Department of Enterprise Services (DES).
- Provide guidance and analysis of legislation related to disability, language, and technology/web access.
- Develop, enhance, and coordinate implementation of the agency's Diverse Supplier Access & Inclusion Plan.
- Lead the agency's supplier diversity efforts in consultation with the Business Inclusion Opportunity Team.
- Develop systems for the quarterly monitoring and reporting of the agency's progress towards diverse supplier access and inclusion measures.
- Develop training, outreach plans and goals for DSHS employees, minority-owned, women-owned, and veteran-owned businesses necessary to support agency and statewide diverse supplier access and inclusion goals.
- Identify and build internal and external partnerships to promote access & inclusion initiatives.
- Delegate and monitor tasks related to access & inclusion initiatives.

What we're looking For

- Demonstrated ability to be a visionary leader.
- Demonstrated commitment to social justice.
- Demonstrated ability to produce clear, detailed, and persuasive written and verbal reports.
- Expert knowledge of federal and state civil rights laws, regulations, and policies.
- Policy analysis and writing experience.
- Advanced knowledge of equity, diversity and inclusion principles.
- Demonstrated ability to establish an internal and external network of stakeholders to support and assist in producing effective change.
- Strong problem-solving and public speaking skills.

Who Should Apply

Professionals with a Juris Doctor Degree and at least three years of experience in a public service organization or government agency. Two years working in civil rights law, access and inclusion policy analysis and planning, and systems development and implementation.

Certification as a Diversity Professional or Diversity Executive or able to become certified within the one-year trial service employment period.

Completed Applications will include the following:

Please attach to your online application:

1. Letter of interest addressing each of the bullet points under *Qualifications* listed above
2. Current resume

Questions? Contact [Tracie Kidd](#), or 360-628-7870.