

Cultural Competency and Diversity Plan- FY20

COMPASS will strive to hire, at all levels of the agency, a culturally diverse staff. The staff shall have the ability to address the need for culturally specific and relevant programming for ethnic minorities, the disabled and deaf or hearing-impaired persons, and others. COMPASS strives for the employment and effective utilization of, including contracts with, White, African-Americans, Hispanics, Asians, Native Hawaiians, other Pacific Islander, American Indian, Alaskan Native and other persons reflecting, as nearly as possible, the composition of the community served by the agency.

COMPASS will maintain a practice and written documentation through its Affirmative Action Plan. The plan was developed through an analysis of statistical data, assessment of the current EEO posture and consultations with interested employees.

The Performance and Quality Improvement Committee will serve as the monitor of this plan with a report reviewed by the Ways and Means Committee of the Board. The CEO and EEO Officer are primarily responsible for plan oversight and continuing efforts. The CEO and management staff will assure the continuing emphasis for COMPASS' EEO commitment and its priority to the entire Agency.

Cultural Sensitivity

All Agency personnel will receive annual training in Embracing Diversity in the Workplace that identifies the following: ways in which we are diverse, challenges and opportunities of having a diverse workforce, ways to avoid discrimination, techniques to embrace diversity and how to identify interpersonal diversity skills.

Training will address consideration of the following areas: culture, age, gender, sexual orientation, spiritual beliefs, social economic status and language. The Human Resource database and personnel records will reflect this training.

Plan Actions:

- A. Training, advice, incentive and performance evaluation to assure understanding and support by supervisors.
 1. To identify and correct as necessary, any deficiencies of supervisors.
 - Hold periodic consultations and discussions with supervisors where a review of Equal Employment accomplishments reflects a need for improvement.
 - Advise all levels of supervision and staff of the suggested penalties to be imposed for continuing and/or significant violations of the existing

- Affirmative Action Plan. The plan will be reviewed annually with Staff.
- Hold periodic meetings to discuss the Affirmative Action Plan and to promote better understanding of the program. Devote time to this issue at administrative staff meetings.
- Conduct a seminar on cross-cultural awareness for administrative and supervisory personnel as well as full staff.

B. Recruitment activities designed to reach and attract job candidates from all sources.

1. Attract more minority and women applicants to compete for vacant positions.

- Insure that a working relationship is maintained with minority schools and organizations by notification of vacancies available and recruitment possibilities using Ohio Mean Jobs.
- Monitor the progress of EEO recruitment and assure that all recruitment activities reach the broadest pool of minority applicants. Special emphasis to be given to the entry of minorities into professional and administrative fields that are the principal career ladders at COMPASS. Particular attention will be given to the groups with a limited pool of candidates.

C. Full utilization of skills and training by reviewing the skills, talents and experiences of minorities who are already a part of COMPASS.

1. To place minorities into management development training whenever possible.

- Determine which development training experiences that best enhance one's opportunities for future advancement into administrative and professional positions with the focus to expose minorities to those experiences.

D. Upward mobility

1. To increase the number of minorities in higher order professional administrative positions, wherever possible.

- Provide upward mobility resources and training for employees genuinely interested in and capable of assuming positions of greater responsibility and/or difficulty. Advise on the education opportunities

available in local educational institutions, agency training activities and specific requirements for career advancement. Such resources and training are to be publicized and made available upon request of the interested employee.

- Supervisors will identify routine limited upward mobility positions, which tend to increase frustrations rather than motivate individuals to greater achievement. Employees serving in these types of positions will be scheduled for counseling and training upon their request.

2. To increase employee interest in skill enhancement opportunities.

- Public notifications (i.e. email or bulletin boards) to employees that specific job opportunities are available. Employees will be invited to contact the HR Department to make appointments to discuss opportunities for skill enhancement training and development.
- Identify employees who logically should be encouraged (i.e. person with LSW to pursue LISW) to enhance their skills for advancement.

E. Community Outreach

1. To acquaint more minority organizations and minorities with programs and increase their awareness of the occupational skills that can be utilized.

- Be available to participate in conventions and conferences of major minority organizations.
- Use formal and informal network of announcing job openings to the minority and disadvantaged communities.
- Use list of minority owned businesses and increase efforts to purchase products/services from these organizations.