

**State of Washington  
Dept. of Social and Health Services  
invites applications for the position of:  
DSHS Inclusion Planning Chief**

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**SALARY:** \$92,500.00 - \$102,300.00 Annually

**OPENING DATE:** 03/11/22

**CLOSING DATE:** 03/27/22 11:59 PM

**DESCRIPTION:  
DSHS Inclusion Planning Chief**

[The DSHS Office of Equity, Diversity, Access and Inclusion](#) is seeking a transformational change agent to champion pro-equity with bold vision and compassion to support DSHS employees, clients, communities, and stakeholders. The Chief, Inclusion Planning plays a tremendous role in designing innovative systems to advance access and inclusion across DSHS and the state. As Chief, you will have the opportunity to support the integration of diversity, equity, access and inclusion in every aspect of our programs, interactions, policies, procedures, activities, and services at every level across the enterprise to further our mission to *Transform Lives*.

You will provide guidance and consultation directly to the Secretary and DSHS Executive Leadership on current and emerging issues with significant legal, policy, financial, and social impact with consequences, particularly in the areas of disability, digital and contractor/provider equity and 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. You will have the opportunity to advance the agency's ADA Access Plan, Diverse Supplier Access & Inclusion Plan and supporting programs and the emerging Digital Access Plan.

Added benefits of the position include the opportunity to work with committed, energetic, supportive, and respected leaders who understand the need for transformative change. It is essential that you bring your whole self to this opportunity, communicate your insights and ideas, align your contributions to work well with collaborative teams, and have the ability to build meaningful relationships to support equity and expand access in DSHS and across the state.

**Some of What You'll Do**

- Develop, enhance, and coordinate the implementation of the DSHS Americans with Disabilities Act (ADA) Plan, and Digital Access Plan.
- Develop, enhance, and implement an agency-wide ADA and Digital Access self-evaluation system to ensure agency compliance with laws and regulatory standards.
- Lead agency compliance efforts in consultation with the ADA and Digital 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 supplier diversity, disability, language, and technology/web access.
- Lead the agency's supplier diversity efforts in consultation with the DSHS Business Inclusion Opportunity Team.
- Develop systems for the quarterly monitoring and reporting of the agency's progress towards equity, 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 bold, visionary leader.
- Demonstrated commitment to anti-racism and 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 from an accredited law school 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, or 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:

- Letter of interest addressing each of the bullet points under Qualifications listed above

- Current resume

Questions? Contact [Tracie Kidd](#), or 360-628-7870 and reference 02638.

**NOTE:**

Per Governor Inslee's' [Proclamation 21-14](#) ([Download PDF reader](#)) state employees must be fully vaccinated. Your vaccine status will be verified. Please note medical or religious accommodation may be available once an offer of employment is made.

**SUPPLEMENTAL INFORMATION:**

Prior to a new hire, a background check including criminal record history may be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job. This announcement may be used to fill multiple vacancies. Employees driving on state business must have a valid driver's license. Employees driving a privately owned vehicle on state business must have liability insurance on the privately owned vehicle.

Washington State Department of Social and Health Services is an equal opportunity employer and does not discriminate in any area of employment, its programs or services on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, creed, color, national origin, religion or beliefs, political affiliation, military status, honorably discharged veteran, Vietnam Era, recently separated or other protected veteran status, the presence of any sensory, mental, physical disability or the use of a trained dog guide or service animal by a person with a disability, equal pay or genetic information. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the Recruiter at (360) 725-5810. Applicants who are deaf or hard of hearing may call through Washington Relay Service by dialing 7-1-1 or 1-800-833-6384.



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