

Job Description/Performance Evaluation

Title: Civil Rights Coordinator

Employer Evaluation Employee Self Evaluation

Job Summary:

Responsibilities include overseeing and monitoring the implementation of compliance with the Office for Civil Rights' non-discrimination regulations.

Job Classification: Management

Lines of Authority: Reports to the Administrator

Job Qualifications:

Education: Graduate of an accredited college/university is preferred, with education in healthcare or business

Experience: Experience with regulatory issues preferred

Skills: Ability to establish and maintain effective working relationships and communication with all segments of the administration and staff, the lay and professional public, the Board of Directors, and clients.

Environmental and Working Conditions:

Works in an office environment. Ability to work a flexible schedule; ability to travel locally; some exposure to unpleasant weather.

Physical and Mental Effort:

Prolonged sitting is required. Requires the ability to handle stressful situations in a calm and courteous manner at all times. Requires working under some stressful conditions to meet deadlines and Agency's needs.

Essential Functions

Evaluation

Develops, implements, and monitors compliance with the Agency's non-discrimination policies and procedures	
Develops and implements a grievance procedure for resolution of complaints of discrimination	
Investigates and documents complaints related to discrimination, coordinates the investigations and resulting corrective actions with all applicable parties	
Reviews employees' personnel files to ensure they have received, read, understood, and will abide by the Agency's non-discrimination policies and procedures	
Maintains all Civil Rights documentation per Agency's protocols	
Develops, coordinates, and participates in a training program that focuses on the essential elements of the Agency's non-discrimination program	
Ensures the independent contractors and agents who furnish nursing or other health care services to the clients of the Agency are aware of, and will abide by, the Agency's non-discrimination requirements	
Serves as resource for all segments of the Management and staff, the lay and professional public, the Board of Directors, and clients on matters related to civil rights rules and regulations	
Keeps the Administrator apprised of the financial needs in coordinating internal compliance and developing training materials	
Develops policies and procedures that encourage Management and staff to report suspected incidents of discrimination without fear of retaliation	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Signature: _____ **Date:** _____

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirements
 3-Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

Comments/Goals: _____

Use back for additional comments/goals

Signature: _____ **Date:** _____

Evaluator/Title: _____ **Date:** _____

Performance Evaluation Addendum

90 Day

Annual

Comments/Goals Met or Not Met for this evaluation period: _____

Employer/Employee Mutual Goals set for the next evaluation period: _____

Employee Comments/Response: _____

Employee's Signature: _____ **Date:** _____
(For Employer's Evaluation/Employee's Self-evaluation)

Evaluator/Title: _____ **Date:** _____