



**AmeriCorps**  
Washington

## AmeriCorps Position Description

AmeriCorps Member Name:

**AmeriCorps of Chelan-Douglas  
Community Action Council**  
620 Lewis St.  
Wenatchee, WA 98801

**Kristi Hills – Program Director**  
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(509) 662-6156 ext. 246

**Liz Drath- Program Coordinator**  
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(509) 662-6156 ext. 248

Confluence Health  
609 Highline Drive  
East Wenatchee, WA 98802

**Angela B. Prater – Manager, Org & Leadership  
Dev/Student & Resident Services**

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(509) 679-9323 (Cell)

**Brianna Winstanley –Director, Human Resources**  
[brianna.winstanley@confluencehealth.org](mailto:brianna.winstanley@confluencehealth.org)  
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**Position Title:** DEI/B Coordinator

**Hours to be Completed:** 1700 Hours

**Duration of Commitment:** 9/3/2024 to 7/15/2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Beginning Time</b>	n/a	8:00	8:00	8:00	8:00	8:00	n/a
<b>Ending Time</b>		4:30	4:30	4:30	4:30	4:30	

\*Time of daily 30 minute lunch break may vary.

### Organization/Mission:

Confluence Health is a non-profit health care system that serves as an anchor organization for a four-county area (Chelan, Douglas, Grant, and Okanogan) in North Central Washington state. Our 12,000 square mile service area includes 13 facilities, including two hospitals (one Trauma III). We currently employ just over 4,000 clinical and non-clinical staff, including over 200 advanced practice providers and partners with the physicians of the Wenatchee Valley Medical Group.

Our mission is "Local care by and for our community," which emphasizes our commitment to managing our care locally and focusing on serving the needs of the communities within our service area.

**Position Description:**

The DEI/B Coordinator will provide direct support for all health equity, diversity & inclusion-related activities, including support of the DEI/B Council. The Council is responsible for providing recommendations to the organization to positively impact internal diversity, equity, inclusion and belonging initiatives, with a focus on providing culturally competent care to our diverse community.

**Position serve vulnerable populations?**       Yes       No

**Position participate in capacity building?**       Yes       No

- Support current services/programs
- Expand current services/programs
- Develop and introduce new services/programs
- Develop or automate systems to improve organizational efficiency and effectiveness
- Develop collaborative community partnerships

**Populations the member will directly serve:**

- All 4000+ Confluence Health staff throughout its 12,000 square mile service area & 13 clinics

**Responsibilities and Related Tasks:**

- Provide support and coordination functions to the DEI/B Council including:
  - Coordinating and preparation for monthly Council meetings
  - Taking & preparing meeting minutes
  - Coordination of any interdepartmental activities
- Prepare content for and help to design and maintain the DEI/B website and resources page on Confluence Health's intranet
- Assist in sourcing training, education and external consulting needs; to meet internal requests for cultural competence and other DEI/B-related training requests
- Help launch and coordinate Employee Resource Networks
- Provide input into analysis of internal climate assessments, provide input into design of assessment responses
- Assist in developing marketing and internal communications for DEI/B initiative
- Identify external stakeholders for DEI/B initiative

**Required Qualifications:**

- Strong commitment to diversity, equity, inclusion and belonging
- Ability to communicate effectively, both orally and in writing, with a diverse audience
- Strong organizational skills
- High emotional intelligence
- Able to serve independently and as part of a team
- Ability to learn quickly and adjust priorities when necessary
- Ability to use technology, but not limited to Microsoft Suite programs: Excel spreadsheets, iPad, smartphones, and social media

**Desired Qualifications:**

- Bilingual in Spanish Language
- Bachelor's Degree (Strongly preferred)
- Familiar with Hispanic culture
- Experience with providing community education and community presentations
- Experience with program development
- Background knowledge or experience in healthcare systems or adult education

**Training Requirements (provided by program):**

- Attend a New Employee Welcome (NEW)/ServicePlus for Health Care
- Join the newly seated members of our DEI/B Council in DEI/B trainings in late summer/early fall.
- Attend all sessions of our Core 4 series of courses for leaders/individual contributors that includes "Communication: Connect through Conversations," "Building and Sustaining Trust," "Coaching: Move People Forward," and "Leading Self: Turn Awareness into Impact."
- Attend, as an observer, any remaining sessions of the Leadership Academy, led by Harvard professor, Dr. Richard Bohmer.

I have reviewed the above Position Description Form. I accept the Essential Member Functions and Responsibilities. I understand that all responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

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Program Director

Date

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AmeriCorps Member

Date

*All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement*