

UW HEALTH JOB DESCRIPTION

DIVERSITY EQUITY INCLUSION CONSULTANT

Job Code: 320044	FLSA Status: Exempt	Mgt. Approval: S. Bidar-Sielaff	Date: January 2022
Department: DEI & Interpreter Services		HR Approval: B. Haak	Date: January 2022

JOB SUMMARY

UW Health acknowledges, honors and values diverse backgrounds, perspectives and cultural differences. Diversity Equity and Inclusion programs foster a culture of antiracism and inclusion among patients, employees, learners and the communities we serve. Through teaching, discovery and advocacy, the Diversity Equity and Inclusion Department promotes equity in access to quality care and upholds UW Health's commitment to diversity, equity and inclusion.

The Diversity Equity and Inclusion (DEI) Consultant is an expert resource to staff, providers and leaders responsible for assessing, designing, developing, implementing, monitoring, and evaluating integrated programs focused on supporting historically marginalized communities within UW Health (UWH) and University of WI School of Medicine and Public Health (SMPH). The Consultant is responsible for the creation of equity toolkits, employee support systems and processes, other employee support programming. This position is responsible for providing the highest level of services to UW Health Communities, patients and families through appropriate assignment and use of resources. The Consultant engages leaders, staff and providers around DEI and antiracism and leads programs in a fast-paced environment.

The DEI Consultant will identify, plan, develop and implement a variety of programs and projects simultaneously and work closely with department staff.

MAJOR RESPONSIBILITIES

- Partner as a trusted consultant to implement strategies and programming to embed DEI practices. This includes advising policy and culture change to better support employees of historically marginalized communities, challenge employees and leaders to embed an equity lens, build awareness around DEI, and engage authentically and cross-functionally with organizational partners.
- Consult, develop, lead and maintain task forces and workgroups to implement programs, creative events and initiatives to advance the DEI work.
- Consult with stakeholders on development of equity lens, DEI learning roadmaps, professional development, and/or support for employees and patients of historically marginalized communities.
- Develop and maintain DEI communications such as supporting internal communication and website content.
- Develop and administer assessment tools to evaluate and measure DEI programs' impact.
- Maintain involvement with professional groups concerned with the advancement of DEI initiatives.
- Research and provide expertise on best practices and leading methodologies related to diversity, equity and inclusion in healthcare.
- The Consultant may be involved in one or more of the following:
 - Identify, design, and facilitate professional development and education for UW Health staff and providers.
 - Create, design, and lead creation of computer-based trainings/modules.
 - Support current Employee Resource Groups (ERGs) and further expansion of ERGs and other employee support programming throughout the organization in collaboration with partners.
 - Work with relevant departments to support the improvement of processes for providers and employees of historically marginalized communities to report issues and receive support.
 - Develop, tailor and integrate the use of equity tools.
 - Continuously improve our brand by updating and revising documents and materials.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE
UW HEALTH PERFORMANCE STANDARDS.**

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in organizational development, social work, healthcare administration, industrial engineering, or related field. Four (4) years of relevant experience may be considered in lieu of degree in addition to the experience below.
	Preferred	
Work Experience	Minimum	Two (2) years of experience in Diversity, Equity and Inclusion program assessment, planning, implementation, evaluation and facilitation.
	Preferred	Experience coordinating large and complex events or programs Experience in healthcare setting
	Minimum	

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Licenses & Certifications	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to develop and implement creative and innovative programs and services related to Diversity, Equity and Inclusion. • Knowledge of Diversity, Equity and Inclusion principles. • Strong organizational, decision making, and problem-solving skills. • Strong project and change management skills with ability to follow through and manage complex organization level projects • Ability to work within a matrixed organization with multiple reporting lines. • Effective communication and interpersonal skills in both written and verbal presentation. • Knowledge of and ability to use computers and computer programs including MS Office Suite • Ability to work in a remote environment and confidently and strategically use technology to support work.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.