

ORANGE COUNTY GOVERNMENT
invites applications for the position of:
Civil Rights Specialist*

SALARY: \$46,362.00 - \$53,764.00 Annually

OPENING DATE: 03/15/21

CLOSING DATE: 03/29/21 11:59 PM

DESCRIPTION:

The Orange County Human Rights and Relations Department has an opening for a Civil Rights Specialist. An employee in this classification performs administrative work in assisting with enforcement of the County's Civil Rights Ordinance and State and Federal laws relating to fair housing and access to public accommodations, and providing community education pertaining to civil rights issues. Responsibilities include conducting investigations of allegations of housing/public accommodation discrimination, recommending "cause"/"no cause" determinations, conducting conciliation proceedings, planning, developing, and conducting community outreach and education presentations and training with regard to a broad spectrum of social justice issues, collaborating with non-profit organizations and the business community, and conducting research.

Work is performed under the general supervision of the Human Rights and Relations Director with considerable leeway to exercise independent judgment within the framework of applicable rules, regulations, policies and procedures, in the performance of duties. This position does not supervise employees. Does related work as required.

*** Background Check is required.**

EXAMPLES OF DUTIES:

Examples of Essential Functions

Following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. ***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Conducts investigations of allegations of housing/public accommodation discrimination in accordance with investigatory process and procedures as prescribed by the United States Department of Housing and Urban Development and the Orange County Civil Rights Ordinance.

Conducts conciliation meetings and proceedings with complainant and respondent, determines complainant requirements; recommends "cause"/"no cause" determinations of base facts and the analysis of law.

Prepares conciliation agreement for signature and monitors parties' compliance to agreement; intervenes as needed; maintains detailed private case investigation files and maintains case in the United States Department of Housing and Urban Development electronic case management system.

Provides reports on issues such as diversity and inclusion, social justice issues, local government policies/statutes/procedures as they relate to social justice issues, information pertaining to women's issues, and other project proposals.

Provides staffing to the Human Relations Commission by preparing monthly agendas, minutes, staffing subcommittee meetings and forwarding any recommendations to Clerk's Office; organizes annual Civil Rights Ordinance review for Human Relation Commission members and onboard training for new Board members.

Plans, develops and conducts workshops, meetings, community outreach events and educational programs that focus on social justice issues such as housing, public accommodation, human relations, and discrimination; attends various community and agency meetings to provide information regarding the resources of the Department and provides training/informational sessions to various organizations/groups regarding the Orange County Civil Rights Ordinance.

Prepares and/or processes various records such as case investigations, training presentations, research, and Ordinance related presentations; assists in preparation of abstracts and proclamations for the Orange County Board of Commissioners consideration and reports and documents pertinent to the Human Rights and Relations Department.

Interacts with and demonstrates respect for persons of diverse backgrounds to promote positive human relations and to address situations of discrimination.

Collaborates with and provides positive work relationships with non-profit organizations and business community on social justice issues.

Adheres to Orange County's safety rules and regulations.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

Performs other tasks as needed.

TYPICAL QUALIFICATIONS:

FULL PERFORMANCE OF KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of applicable local, state, and federal statutes as they apply to social justice issues including human/civil rights, diversity, equity and inclusion.

Thorough knowledge of county and community resources and agencies.

Good knowledge of the social, economic, and environmental factors which influence poverty, unemployment, discrimination and fair housing.

Good knowledge of trauma-informed care and client-centered practices.

Strong commitment to social justice and racial equity principles.

Skill in being customer-focused, adept at problem solving and working collaboratively with others.

Skill in effectively communicating with persons in difficult and emotional situations, and diverse populations, and the ability to maintain objectivity in dealing with others who may be under emotional stress.

Skill in prioritizing multiple projects while functioning efficiently with multiple interruptions.

Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, thoroughness and the physical condition commensurate with the demands of the position.

Ability to define problems, collect data, establish facts, analyze information and draw valid conclusions.

Ability to communicate effectively with a variety of groups and individuals, both orally in writing; ability to speak effectively before groups of customers or employees of organizations.

Ability to research and interpret legal guidelines and case law regarding social justice issues.

Ability to conciliate/mediate contentious conversations and/or conflict.

Ability to interpret an extensive variety of legal and technical instructions and deal with several abstract and concrete variables.

Ability to develop and implement innovative programming regarding social justice issues;
ability to conduct outreach through social media outlets.

Ability to establish and maintain professional working relationships with clients, co-workers, authorities and the general public.

Ability to work collaboratively and with minimal administrative support.

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree **AND** three (3) years of work experience in human services.

Experience working with fair housing issues, discrimination and/or social justice issues is required.

SPECIAL REQUIREMENTS:

Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated is required.

Bilingual is preferred with strong preference for Spanish and English.

Preference for persons with training from the National Fair Housing Training Academy or other related investigatory skills training in discrimination rights practice areas.

All offers of employment are conditional upon successful clearance of a background check. Employment cannot commence until the employee has been cleared.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARDS

Ability to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions of the hands/wrists.

Ability to perform light work exerting up to 10 pounds of force occasionally to move objects.

Ability to endure emotional stress related to the nature of interactions with residents and/or family members who may be hostile, resistant or violent.

Equal Opportunity/Affirmative Action Employer/Women/Minorities/Veterans/Disabilities

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.orangecountync.gov>

131 W. Margaret Lane, 3rd Floor

Hillsborough, NC 27278

919-245-2550

Position #27-2021-760
CIVIL RIGHTS SPECIALIST*
DD

Civil Rights Specialist* Supplemental Questionnaire

- * 1. Orange County is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.
☐ Yes
- * 2. I understand that resumes are welcomed but do not substitute for the work experience section of this application and failure to complete the work experience section will result in an incomplete application, which will not be considered for eligibility. Did you fully complete the work experience section of this application?
☐ Yes
☐ No
- * 3. Are you an Orange County Local Government employee?
☐ Yes, I am a Permanent Employee that has passed the Probationary Period
☐ Yes, I am an Employee but I have not passed the Probationary Period
☐ Yes, I am a Temporary Employee
☐ No, I am not an Employee
- * 4. Do you have driver's license valid in the State of North Carolina?
☐ Yes ☐ No
- * 5. Please indicated your highest level of education from an accredited school?
☐ High School or GED
☐ Associates' Degree
☐ Bachelors' Degree
☐ Masters' Degree
☐ Professional Certifications
- * 6. Please list any licenses and/or certifications you have related to this position.
- * 7. How many years of work experience do you have in human services?
☐ None
☐ Less than 3 years
☐ 3 or more years
- * 8. Do you have experience working with fair housing issues, discrimination and/or social justice issues?
☐ Yes ☐ No
- * 9. Please describe your work experience. If none, indicate N/A.
- * 10. Do you have training from the National Fair Housing Training Academy or other related investigatory skills training in discrimination rights practice areas?
☐ Yes ☐ No
- 11. If yes, please describe your investigatory skills training.
- * 12. Please indicate your proficiency in Spanish.
☐ I cannot read, write or speak Spanish
☐ I am proficient at reading and writing in Spanish
☐ I am proficient at speaking Spanish
☐ I am fluent in reading, writing and speaking Spanish
- 13. Please list any non-English language(s) you are proficient in speaking.

* 14. Please indicate your level of bilingual proficiency in the language(s) listed.

☐ Verbal

☐ Written

☐ Both verbal and written

* Required Question