

BCAP's Blueprint for Staff Trainings on Inclusiveness

Issue

- HIV disproportionately impacts communities of color, women and youth along with men who have sex with men.
- BCAP serves a diverse HIV positive population (Caucasian 68%, Latino 20%, African American 6.5%, Mixed Race 4%, Asian 1%, American Indian/Alaska Native 1% -- 2011)
- BCAP's staff of fourteen is predominantly Caucasian with four staff members identifying as persons of color (72% Caucasian/28% persons of color).
- BCAP's commitment is to enhance skills, capacity and infrastructure for including diverse perspectives and interacting with diverse communities.

Goal

BCAP wishes to provide opportunities for learning about inclusivity and developing ethical communication skills to all staff on an annual basis.

Desired Outcomes

- BCAP's staff will reflect increased levels of knowledge and awareness in their interactions with clients, co-workers and the general BCAP community about race, ethnicity, socioeconomic status, citizenship status, sexual orientation, gender and gender expression and HIV status.
- BCAP's commitment to provide a minimum of one staff training on inclusivity annually.
- BCAP's commitment to develop a model for timely processing of trainings.
- BCAP staff will be provided opportunities to develop self-awareness and ethical communication.
- BCAP staff will provide advocacy for underserved populations.
- BCAP staff will learn how to be allies.

Objectives

- BCAP will provide opportunities for learning about inclusivity to all staff.
- BCAP will create a model for integration of learning and activities into individual, departmental and agency cultural norms.
- Staff will learn from each other about creating and supporting an inclusive environment.

Task One: Staff Training/Responsible Party/Key Communication Links/Resources/Outcome

Task: Topics for professional staff training will be identified.

Responsible Party: Inclusiveness Project Committee members (Davian, one other committee member), Staff Training Work Group (Frank, Stuart)

Key Communications Link:

- By March 31, 2012, the Inclusiveness Committee will brainstorm topics for professional staff training.
- By April 30, 2012, the BCAP staff will select topics for professional staff training.
- By July 31, 2012, the inclusivity committee members (2) and staff members (2) will form a

training work group to organize professionally facilitated staff trainings.

Resources Needed: Staff time, inclusiveness project committee members, professional facilitators, funds to pay for consultants if needed, training space, lunch/snacks if all day training

Progress Made/Outcome:

- A full day training with Lisa Calderon on ethical communication (Completed 2011)
- Training on the Meyer's Briggs Type Indicator (MBTI) to learn about communication styles (Completed 2012)
- A third training will be identified and completed in 2012
- 100% of staff have completed the 8-hour Volunteer Inclusivity Training with A Simple Twist

Task Two: Staff Training/Responsible Party/Key Communication Links/Resources/Outcome

Task: Ensure a process time is scheduled following the scheduling of training to create a space for discussions about the material and people's experiences.

- By April 30, 2012, a process time will be scheduled for trainings once planned.
- By May 15, 2012, a model for processing the trainings will be created.
- By May 31, 2012, the training workgroup will solicit the approval/feedback from the staff and inclusivity committee for model for processing training.
- By June 30, 2012, the training workgroup will meet to evaluate the process model.

The intention is for the group to meet following trainings to evaluate. A regular process of evaluation will be put into place to review the efficacy and to revise the process model if needed.

Responsible Party: Training Workgroup

Key Communications Link: Executive Director, Inclusiveness Committee, staff, facilitator (as needed)

Resources Needed: Staff time, training space, funds if needed

Progress Made/Outcome: Pending for April 2012 MBTI Training. To be completed for training(s) to be completed in 2012

BCAP's Blueprint for Staff Recruitment	
Issue	
	<ul style="list-style-type: none"> • HIV increasingly impacts communities of color, women and youth along with men who have sex with men. • BCAP serves a diverse HIV positive population (Caucasian 68%, Latino 20%, African American 6.5%, Mixed Race 4%, Asian 1%, American Indian/Alaska Native 1% -- 2011). • BCAP's staff of fourteen is predominantly Caucasian with four staff members identifying as persons of color (72% Caucasian/28% persons of color). • HIV+ clients of color do not see themselves represented proportionately in the staff at BCAP.
Goal	
	BCAP wishes to hire a more racially and ethnically representative staff to better serve those at risk for HIV by focusing on communities of color, women, trans and youth along with men who have sex with men (gay, bisexual, non-gay identifying men).
Desired Outcomes	
	BCAP's staff will reflect increased representation on staff from communities of color, specifically Latino and African American communities, to better reflect those we serve.
Objectives	
	Create personnel policies and procedures to expand recruitment of persons of color (as well as other communities impacted by HIV) to the BCAP staff.
Task One: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome	
	<p>Task: By January 2012, develop a job description template that includes clear, consistent language about BCAP's commitment to work inclusively with diverse communities as a job requirement.</p> <p>Responsible Party: Inclusiveness Project Committee, Executive Director, Director of Finance and Human Resources, Hiring Managers</p> <p>Key Communications Link: Committee approves language to be included in job descriptions. Executive Director communicates template to managers. Job descriptions consistently use the language about the agency culture and the expectations for inclusivity for the position.</p> <p>Resources Needed: Staff time</p> <p>Progress Made/Outcome: Completed. All BCAP job descriptions have been updated with clear and consistent inclusive language reflecting BCAP's culture. (December 2011)</p>
Task Two: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome	
	<p>Task: By January 2012, BCAP interviews will include the BCAP inclusivity case statement and question for every position to assess a candidate's commitment to inclusivity.</p>

Responsible Party: Inclusiveness Project Committee, Executive Director, Director of Finance and Human Resources, Hiring Managers

Key Communications Link: Committee approves language to be included in inclusivity case statement and interview question. Executive Director communicates to hiring managers. The inclusiveness question will be used in interviews of prospective job candidates.

Resources Needed: Staff time

Progress Made/Outcome: Completed. Case statement and question writing (December 2011). All BCAP job interviews include the BCAP inclusivity case statement and question. Committee members assess each candidate's commitment to inclusivity. (On-going)

Task Three: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By March 2012, a workgroup will identify community networks with strong ties to communities of color that can be used to advertise and promote job openings at BCAP.

Responsible Party: Executive Director, Prevention Director, Director of Finance and Human Resources

Key Communications Link: Wide input will be sought to broaden audiences for BCAP's job openings. Local groups such as the Human Service Alliance, St. Vrain Community Council, Boulder County Diversity Liaison, CU, DU, Regis, CSU Personnel, Urban Spectrum, CANPO, etc. This list will be used by the Director of Finance and Human Resources for job announcements.

Resources Needed: Staff time, advertising funds

Progress Made/Outcome: A list has been compiled. We will add to the list over time. (On-going)

Task Four: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By March 2012, a workgroup will review BCAP's personnel policies to promote the recruitment and hiring of diverse and culturally aware staff with the required professional background, skills and language proficiency.

Responsible Party: Executive Director, Board/Finance Committee Policies & Procedures work group, Management Team, Executive Committee

Key Communications Link: The Executive Director will complete draft which will first be reviewed by Mountain States Employer's Council. It will then be reviewed by the Finance Committee Policies and Procedures work group. Finance Committee will then review and recommendations will be sent to the board of directors.

Resources Needed: Staff time, Board time, Personnel Handbook, Mountain States Employer's Council

Progress Made/Outcome: The deadline for a first draft of the personnel manual has been extended to May 17, 2012 by the work group.

Task Five: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By June 30, 2012, the personnel manual will be provided to all staff and reviewed to highlight changes.

Responsible Party: Executive Director; Board/Finance Committee Policies & Procedures work group;

Responsible Party: Executive Director, Management Team

Key Communications Link: Once approved by the board, the Management Team will review the manual and a presentation to the staff will be scheduled.

Resources Needed: Staff time, copies of manual

Progress Made/Outcome: The deadline for a first draft of the personnel manual has been extended to May 17, 2012 by the finance policies and procedures work group. It is hoped the final personnel manual will be available to staff by the June 30, 2012 target date.

Task Six: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By June 30, 2012, a workgroup will develop a process and policy for assessing Spanish language competency prior to hire for positions with this requirement.

Responsible Party: Executive Director, Prevention Director

Key Communications Link: Hiring Managers, Apple One

Resources Needed: Staff time, Apple One Competency Assessment, funds

Progress Made/Outcome: There are no current positions open that require Spanish language proficiency. (Pending)

Task Seven: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By June 30, 2012, a workgroup will review the procedures used to post open positions to ensure an audience that is both wide and targeted at communities of color.

Responsible Party: Management Team

Key Communications Link: Managers and HR Director

Resources Needed: Staff time, networks

Progress Made/Outcome: There are no current positions open. (Pending)

Task Eight: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By December 31, 2012, staff will be trained in the basic principles of the inclusiveness project.

Responsible Party: Inclusiveness Committee, Management Team

Key Communications Link: Inclusiveness Committee, Management Team

Resources Needed: Staff time, facilitator, funds

Progress Made/Outcome: (Pending)

Task Nine: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By December 31, 2012, managers will be trained in inclusive hiring practices and goals for the agency.

Responsible Party: Executive Director, Management Team

Key Communications Link: Mountain States Employers Council, Executive Director, Management Team
Resources Needed: Staff time, facilitator, funds
Progress Made/Outcome: (Pending)

Task Ten: Staff Recruitment /Responsible Party/Key Communication Links/Resources/Outcome

Task: By 2013, BCAP will fundraise to create a bilingual, bicultural Spanish speaking position in the Prevention Department.

Responsible Party: Development staff, Executive Director, Prevention Director

Key Communications Link: Funders, staff, Boulder County Public Health Department

Resources Needed: Salary, benefits, office space, qualified candidate, Funds

Progress Made/Outcome: (Pending)