

Civil Rights Coordinator Duties and Responsibilities

Oversight:

- Facilitate and monitor Social Services Agency (SSA) and contracted agencies' compliance with civil rights laws (MPP Division 21) governing equal and effective access to benefits and services in all programs.
- Work collaboratively with Americans with Disabilities Act (ADA) II Coordinator to ensure compliance with physical accessibility of facilities.
- Oversee agency compliance of civil rights requirements including public notification and non English speaking services.

Assistance:

- Provide and review training programs.
- Administer complaint procedure.
- Receive and investigate discrimination complaints.
- Develop annual civil rights plan for SSA.
- Correspond with Civil Rights Bureau (CRB), staff in Children Family Services (CFS), Family Self-Sufficiency and Adult Services (FSS/AS), Assistance Programs (AP), Administrative Services, county and government agencies and legal authorities to help expedite investigations and decisions in discrimination cases.
- Coordinate CRBs on-site compliance reviews.