

**Krista Foster Homes**

Cultural Competency and Diversity Plan

2021

**Employees**

**Purpose:**

The purpose of this policy is to ensure equal employment opportunity for all future applicants and employees and to promote diversity at all occupational levels of Krista Foster Homes’ (KFH) workforce. The overall objectives of this policy are twofold: (1) to attempt to achieve an employee profile throughout KFH which reflects the racial and ethnic composition and regional representation of the service area; and (2) hiring of culturally diverse staff/employees that reflect those served by agency programs.

Attainment of these objectives call for prohibition of unlawful discrimination in employment because of race, color, national origin, ancestry, sex, religious creed, age, mental or physical disability, veteran status, socioeconomic status, medical condition, marital status, sexual orientation, sexual harassment or pregnancy.

**Policy:**

KFH is an Equal Employment Opportunity (EEO) employer. We are committed to the elimination of barriers that restrict the employment opportunities available to women, minorities, the disabled, and individuals representative of the geographic regions served by the agency. KFH understands that equal employment opportunity requires affirmative steps, whenever possible, to ensure the full utilization of people of all backgrounds who possess the best available skills.

KFH provides equal employment opportunities for the good of the public without regard to race, color, national origin, ancestry, sex, religious creed, age, mental or physical disability, veteran status, socioeconomic status, medical condition, marital status, sexual orientation, or pregnancy.

Our commitment to equal employment opportunity extends to all job applicants and employees and to all aspects of employment, including recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, and termination. This commitment includes the agency’s Board of Directors as well.

The monitoring aspects of the agency’s Equal Employment Opportunity and Affirmative Action Plans are the responsibility of the Executive Director. The Equal Employment Opportunity Plan and Program are evaluated and monitored regularly. The Executive Director presents yearly reports on the progress of this evaluation to the Board of Directors.

KFH is committed to a good faith effort to provide the opportunity for all employees to perform at full capacity in accordance with their qualifications, abilities, and interests.

**Objective:**

The Cultural Competency and Diversity Plan attempts to achieve an employee profile at every level and category which reflects the racial and ethnic composition and regional representation of the service area. When feasible, this objective will be attained by aggressively seeking personnel from all segments of the community for all job levels within the agency through upgrading recruitment from minority group members and regionally represented individuals/applicants.

**Procedure:**

KFH will employ and promote persons of merit, regardless of their race, ethnicity, age, color, religion, gender, national origin, sexual orientation, handicap, veteran’s status, or socioeconomic status, in relation to the requirements of the position for which he or she is being considered.

The Agency’s Cultural Competency and Diversity Plan has a stated goal that KFH will attempt to have staff who reflect, as closely as possible, the racial, ethnic, and regional composition of its service area.

**Dissemination of Policy:**

1. A copy of this document will be reviewed, signed, and given to every employee upon hire.
2. Cultural Competency and Diversity Surveys will be given to staff annually via an online survey method to promote confidentiality and honesty.
3. The Executive Director will monitor, evaluate, and update the Cultural Competency and Diversity Plan annually.
4. The Board of Directors will be given updated copies of the Plan at the annual January board meeting, where they will review and sign one of copies to be filed by the Office Administrator.
5. All employment advertising will carry the statement: “Equal Opportunity Employer” or “EOE.”
6. Annual training will be provided to Resource Families in cultural awareness and sensitivity.

**Responsibility for Implementation:**

The Executive Director shall:

1. Be responsible for the implementation of this policy and any related policies or programs adopted by the Board of Trustees.
2. Take positive measures to ensure that equal opportunity is available in all areas of employment including: recruitment, selection, hiring, promotion, demotion, compensation (including salary adjustments, reallocations and performance increases), termination, reductions in force (layoffs), reemployment priorities, training, career development, transfer and other terms, conditions and privileges of employment;
3. Take any known, available, and reasonable measures to ensure the work environment is consistent with the intent of this policy and supports equal opportunity.
4. Communicate the agency commitment to EOE to all employees, applicants, and the general public.
5. Periodically assessing hiring and promotion trends toward the evaluation of progress and impediments in the attainment of goals.
6. Assist in the identification of problems in administering this policy and helping to resolve them.

**Action Programs:**

1. Recruitment: KFH actively recruits qualified applicants, especially minorities and individuals reflecting the geographic areas and individuals served, for all job postings. All job vacancies will state the position and qualifications and are:
* Posted to the agency website.
* Emailed to various trade associations and organizations when advisable and feasible.
* Posted to Craigslist or other online job boards, if needed.
* Posted through email within KFH.
1. The agency will endeavor to hire employees from all backgrounds. In calculating demographic data for measuring agency diversity, the agency will use the following categories:
2. African American – All persons having origins in any of the black racial groups of Africa.
3. American Indian or Alaskan Native – All persons having origin in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
4. Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
5. Caucasian American – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
6. Hispanic American – All persons of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin, regardless of race.
7. The U.S. Equal Employment Opportunity Commission, the U.S. Civil Service Commission, and the Department of Labor and the Department of Justice have issued uniform guidelines on employee selection procedures. These guidelines address all phases of the selection process:
8. Any testing or screening procedures will be reviewed on a continuing basis (within resources available) to ensure their job relatedness and validity. Information acquired from the position audits will be used to construct valid job-related tests and screening procedures.
9. All employment interview questions will be reviewed for job relatedness. Nonjob related questions and those items which may tend to screen out a particular ethnic or racial group will be eliminated. All interview questions have to be approved prior to interview.
10. Written interview results will be maintained for each posting. This information is used to assess the presence of artificial barriers to equal employment opportunities.
11. When regular channels of attempted recruitment are not supplying enough individuals to fairly represent the geographic areas and individuals being served, then alternative initiatives must be attempted to better identify, educate and encourage application of candidates of merit, including, but not limited to:
12. Contact with professional minority groups employment and placement agencies when possible.
13. Recruitment through advertisement in minority group-oriented media when time allows.
14. Identification and contact with university placement officers that have special programs for minorities; and
15. Contact with groups specifically oriented to, and concerned with, minority groups and individual’s representative of the geographic service areas when feasible.
16. Hiring:
17. Resumes will be requested from each applicant. An objective criteria and minimum qualifications will be pre-established for each vacancy. The resumes will be screened according to the pre-established criteria without regard to race, ethnicity, age, gender color, religion, national origin, sexual orientation, veteran’s status, or handicap.
18. Interviews and employment applications will be offered to qualified applicants. The immediate supervisor and/or the Executive Director will conduct the job interviews. After consultation with the Executive Director, the most qualified applicant will be offered the position.
19. When the finalists are equal in qualification, but one represents a minority group or are representative of the geographic service area and/or those served, they will be offered the job.
20. Promotions: Every consideration will be given to internal promotion when seeking to fill vacancies
21. A review of present staff will be made in search of a pool of qualified staff.
22. Job openings and requirements will be posted, and application encouraged.
23. Promotions will always be made without regard to race, ethnicity, age, gender, color, religion, national origin, sexual orientation, veteran’s status, or handicap.
24. Factors to be considered when offering a promotion from within are qualifications for the position, past work performance, and willingness of the employee.
25. Each unsuccessful internal applicant will be provided with a critique and recommendations of ways to better qualify in the future.
26. Transfers: Transfers will be made without regard to race, ethnicity, age, gender, color, religion, national origin, sexual orientation, socioeconomic status, veteran’s status, or handicap.
27. Demotions:
28. Demotions will be made without regard to race, ethnicity, age, gender, color, religion, national origin, sexual orientation, veteran’s status, socioeconomic status, or handicap.
29. May occur if the employee has demonstrated poor work performance in a position for which they are not qualified for any reason.
30. Demotions will be made only in cases where an employee was placed into a position of responsibility above their ability to perform.
31. Demotions will not be used for disciplinary reasons.
32. Training:
	1. Elective training registration costs may be considered on an individual basis and related to the job position and responsibilities of the employee.
	2. Training will not be influenced by race, ethnicity, age, gender, color, religion, national origin, sexual orientation, veteran’s status, socioeconomic status, or handicap.

**Cultural Competency:**

Whenever possible KFH will demonstrate cultural competency by designing and delivering services in a manner that will be most effective and respectful given the cultures of the individuals served.

**Grievances:**

All grievances or complaints should be directed to the Executive Director. Any employee acting in a manner contrary to the plan will be counseled and/or disciplined according to the disciplinary policy and procedures.

**Monitoring:**

Annual Cultural Diversity Plan surveys and worksheets will be used to monitor KFH effectiveness at Cultural Diversity. These tools analyze the agency by organization, administration, services, and education and training as well as current status, goals and objectives, performance measures, responsible parties, and timelines and outcomes. Accomplishments and shortcomings will be noted, and corrective actions recommended to the Executive Director.

Any appeals and grievances are monitored by the Executive Director throughout the year.

**Timeframe for Implementation:**

The Executive Director and Board of Directors will review the program annually.

**Resource Families and Clients Served**

**Purpose:**

The purpose of this policy is to ensure equal opportunity for all resource family applicants and placement for all clients and to ensure cultural sensitivity and diversity at all levels of KFH regarding recruitment of resource families and clients served. The overall objectives of this policy are threefold: (1) to attempt to achieve a resource family profile at all levels and categories which reflects the racial and ethnic composition and regional representation of the service area. (2) Recruitment of culturally diverse resource family homes that reflect those served by agency program; and (3) Train families to be culturally aware and sensitive. This includes race, culture, ethnicity, age, gender, spiritual beliefs, socioeconomic status, language, and sexual orientation (LGBTQ).

Attainment of these objectives call for prohibition of unlawful discrimination in recruitment because of race, color, national origin, ancestry, sex, religious creed, age, mental or physical disability, veteran status, socioeconomic status, medical condition, marital status, sexual orientation, sexual harassment or pregnancy.

**Policy:**

At Krista Foster Homes we are committed to the elimination of barriers that restrict the recruitment opportunities available to women, minorities, the disabled, and individual’s representative of the geographic regions served by the agency. We are also committed to the elimination of barriers that restrict the placement opportunities available to children and nonminor dependent representative of the geographic regions served by the agency. We recognize that this requires affirmative steps to ensure the full utilization of people of all backgrounds who feel called to foster children and who would support our mission statement.

KFH’s commitment to equal opportunity extends to all resource family applicants and to all aspects of fostering, including recruitment, approval, training, compensation, education, and termination.

KFH is fully committed to a good faith effort to provide the opportunity for all resource families to perform at full capacity in accordance with their qualifications, abilities, and interests.

**Objective:**

The Cultural Competence and Diversity Plan attempts to achieve a resource family profile at all levels and categories which reflects the racial and ethnic composition and regional representation of the service area. This objective will be attained by aggressively seeking resource families from all segments of the community through upgrading recruitment of minority group members and regionally represented individuals. It also attempts to plan a program for developing cultural awareness and sensitivity.

**Procedure:**

KFH will recruit, regardless of their race, ethnicity, age, color, religion, gender, national origin, sexual orientation, handicap, veteran’s status, or socioeconomic status, in relation to ability to support the mission of KFH.

The Agency’s Cultural Competence and Diversity Plan has a stated goal that the program will attempt to have resource families who reflect, as nearly as possible, the racial, ethnic, and regional composition of its service area.

KFH will also train all resource families in cultural awareness and sensitivity.

**Dissemination of Policy:**

1. A copy of this document will be given to every resource family.
2. The policy will be thoroughly discussed in RFA orientation and pre-approval training.

**Responsibility for Implementation:**

The Executive Director shall:

1. Be responsible for the implementation of this policy and any related policies or programs adopted by the Board of Trustees.
2. Take active measures to ensure the equal opportunity is available in all areas of resource families including recruitment, selection, approval, compensation, termination,
3. Communicate the agency commitment to EO to all resource family, applicants, and the general public.
4. Ensure the development and the implementation of recruitment policies, procedures, and programs necessary to achieve a diverse selection of resource families that reflects the geographic service area and population served to the best of our ability.
5. Periodically assessing recruitment trends toward the evaluation of progress and impediments in the attainment of goals.
6. Assisting in the identification of problems in administering this policy and helping to resolve them.

**Action Programs:**

1. Recruitment: KFH actively recruits qualified applicants, especially minorities and individuals reflecting the geographic areas and individuals served. Recruitment needs and requirements are:
* Posted to the agency website.
* Emailed to various organizations.
* Posted through email within KFH.
1. The agency will endeavor to recruit resource families from all backgrounds. In calculating demographic data for measuring agency diversity, the agency will use the following categories:
2. African American – All persons having origins in any of the black racial groups of Africa.
3. American Indian or Alaskan Native – All persons having origin in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
4. Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
5. Caucasian American – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
6. Hispanic American – All persons of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin, regardless of race.
7. Recruitment:
8. Krista pre-applications will be requested from each applicant. The pre-apps will be screened according to the pre-established criteria without regard to race, ethnicity, age, gender color, religion, national origin, sexual orientation, veteran’s status, or handicap.
9. Interviews and applications will be offered to qualified applicants.
10. Training:
	1. Training requirements for resource families are listed in the Resource Family manual.
	2. Training will not be influenced by race, ethnicity, age, gender, color, religion, national origin, sexual orientation, veteran’s status, socioeconomic status, or handicap.
	3. Training will include LGBTQ, Trauma Informed, and Cultural Awareness and Sensitivity.

**Cultural Competency:**

KFH will demonstrate cultural competency by designing and delivering services in a manner that will be most effective and respectful given the cultures of the individuals served.

**Grievances:**

Any grievances or complaints should be directed to the Executive Director. Any KFH employee acting in a manner contrary to the plan will be counseled and/or disciplined according to the disciplinary policy and procedures.

**Monitoring:**

Annual Cultural Diversity Plan surveys and worksheets will be used to monitor KFH effectiveness at Cultural Diversity. These tools analyze the agency by organization, administration, services, and education and training as well as current status, goals and objectives, performance measures, responsible parties, and timelines and outcomes. Accomplishments and shortcomings will be noted, and corrective actions recommended to the Executive Director.

Appeals and grievances are monitored by the Executive Director throughout the year.

**Timeframe for Implementation:**

The Executive Director and Board of Directors will review the program annually.

Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Administrator Signature Board Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Treasurer Board Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Member Board Member