



Executive Committee Meeting

Wednesday, January 11, 2023, 6:30 PM

Hybrid - VMRC Stockton Office Cohen Board Room and via Zoom Video Conference

702 N. Aurora Street

[https://us06web.zoom.us/j/89757224719?](https://us06web.zoom.us/j/89757224719?pwd=WmVsWnA5eUI4QUJWQkttY0gzSjJMdz09&from=addon)

[pwd=WmVsWnA5eUI4QUJWQkttY0gzSjJMdz09&from=addon](https://us06web.zoom.us/j/89757224719?pwd=WmVsWnA5eUI4QUJWQkttY0gzSjJMdz09&from=addon), Meeting ID: 897 5722 4719,
Passcode: 269810, One tap mobile +16699006833

Stockton, CA, 95202

For accommodations, please contact Doug Bonnet at 209-955-3656, or by email at DBonnet@vmrc.net. Spanish translation is included and is available without requesting.



Meeting Book - Executive Committee Meeting

Executive Committee Meeting

A. Review of Meeting Agenda (No Minutes for Approval, Most Recent Minutes Approved by the Board in December)
Margaret Heinz

B. Public Comment

Margaret Heinz

Each member of the public may have 3 minutes for comment. If a translator is needed, 6 minutes will be given.

C. Items for Approval

Margaret Heinz

D. Items for Discussion

Tony Anderson and Bud Mullanix

1. Executive Director's Report

Tony Anderson

2. Notable Consumer Information

Tony Anderson and Christine Couch

3. Vendor Information

Tony Anderson

4. Self-Determination Update

Tony Anderson

5. Other Matters

Tony Anderson

6. Personnel and Union Update

Tony Anderson and Bud Mullanix

Action

E. President's Report

Margaret Heinz

F. Next Meeting - Wednesday, February 8, 2021, 6:30 PM, Hybrid (via Zoom Video Conference and Cohen Board Room)

Margaret Heinz

Job Description

Position: Multilingual Access Specialist (MAS)

Location: Stockton

Available: Immediately

Reports To: Mark Crear, DEI Manager

Hours: Full-time (40 hours). Monday – Friday 8:00 am – 5:00 pm (1-hour meal break)

Salary:

21.15	22.26	23.43	24.67	25.96	27.33	28.77	30.28
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General Statement of Duties:

Plan and execute communication initiatives that increase engagement and inclusion of multicultural and underrepresented communities, in particular diverse Latino communities, through onsite translation and interpretation services in Spanish and English.

The Position:

The Multilingual Access Specialist (MAS) will provide Spanish language interpretation and translation for the VMRC case management program managers and service coordinators. This position is under the direct supervision of the Diversity Equity & Inclusion Manager and is mainly responsible for providing language services to the Valley Mountain Regional Center. The Interpreter will translate documents center wide, as assigned by the Diversity Equity & Inclusion Manager. The MAS works closely with the DEI Manager to meet the organizational and community needs and the Cultural Specialist in support of the case managers and the individuals and the families they support.

Working Conditions and Physical Requirements: The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Communications:** Develop comprehensive and strategic communication plans that address the diverse needs of underrepresented family populations across the region, particularly Latino communities. In partnership with the Diversity Equity & Inclusion Manager, translate,

write and develop multicultural (Spanish) marketing plans, campaigns and collateral, including inclusive pieces for programs, social media, design projects, media stories, newsletters, website material, family-school relationships surveys, human resources recruiting materials, student engagement needs, etc. Coordinate and respond to Spanish-language media requests including email, phone calls, pitches, on-camera interviews, etc.

- Translation: Function as a communication link between non- and limited-English speaking families and regional center staff. Provide competent and culturally sensitive Spanish-English language translation for VMRC including high-quality written communications, verbal in-person and phone interpretation, and print materials. Serve as the designated translation specialist for VMRC.

Key Responsibilities – Essential Functions

- Under the supervision of the DEI Manager, develop press materials and interface with local Spanish-language press.
- Provides accurate interpretation/translation for Valley Mountain Regional Center.
- Supports virtual and in-person public events and meetings by interfacing with community members who prefer to communicate in Spanish, one-on-one and in groups.
- Works with team to develop and execute a sensitivity check protocol for materials targeted at diverse audiences to ensure language used are in line with and responsive to diversity and inclusion goals.
- Prepares and disseminates information regarding the organization through newspapers, periodicals, television, radio and other forms of media, targeting multi-lingual, multi-cultural and Spanish-language outlets.
- Provides accurate translation of documents from English to Spanish and vice versa for all center documents.
- Provide site translation of medication information, rating scales, surveys, and instructions to caregivers.
- Assists with providing Spanish language translation and interpretation for consumers, families and others with developmental disability vocabulary and pronunciation.
- May perform additional assigned duties to maintain operations and services.

Minimum Position Requirements:

Qualifications

- Must be bilingual: Fluent in English and Spanish (Speak, read, write).
- Must have knowledge of Developmental/ Intellectual Disabilities.
- Must have a good sense of judgment as pertaining to the position.
- Must have excellent communication skills, written and verbal.
- Must be able to prioritize and plan work activities and use time effectively.
- Must be a self-starter and be able to work independently.
- Must be able to complete projects and reports in a timely fashion.
- Must be able to maintain confidentiality.
- Must be able to travel between sites.
- Must have a good attendance record in addition to being punctual by consistently being on time to work, meetings and appointments.
- Must have a minimum of a High School diploma or equivalent (Associate's degree preferred, Bachelor's degree desirable).
- Certified interpreter preferred (American Translators Association Certification, State Seal of Biliteracy, etc.)

Knowledge and Abilities: : Knowledge of developmental disabilities, service needs of the developmentally disabled and developmental disabilities statutes. Ability to interact sensitively and positively with people with disabilities, their families, and other VMRC professional staff and community professionals.

We're building a diverse, inclusive team

- You're welcome here. We want VMRC to reflect the diversity of our community and flourish together.
- VMRC is committed to Equity, Diversity, and Inclusion and strives to create a diverse, welcoming and supportive workplace.

Contingencies

- Must be fully vaccinated/boosted to comply with the California Department of Public Health (CDPH) and LAUSD mandate. The Center will provide accommodations as required by applicable law.