

The DHS Diversity and Cultural Competency Award

For the past few years, DHS has presented an award for Diversity and Cultural Competency as part of the annual Diversity Conference. This year, we will continue the tradition. However, we have a very short timeline...less than a month to be exact! Even still, it's our way of recognizing individuals whose outstanding efforts help DHS to reach its goal of becoming ever more inclusive and culturally competent in everything we do.

The award honors persons for:

- Outstanding work that moves DHS toward its vision of positive outcomes through developing a diverse culturally competent workforce;
- Exceptional efforts to institutionalize an organizational culture that fosters respect and provides culturally and linguistically competent services to those we serve.

The award may go to staff members who make the extra effort to reach out effectively, engaging diverse communities and partners in successful service outcomes, or to employees who work internally to help provide culturally competent services.

The award may go to employees who demonstrate excellence in creating, managing or advancing projects, policies or programs that model the DHS core values, especially respect for the dignity and diversity of colleagues, communities and the people we serve.

Nominees will have provided leadership in creating welcoming environments for various parts of the department. Nominees will have demonstrated an ability to accept risk-taking in fostering change toward increasing cultural competency.

Award recipients must be permanent DHS employees, and may work at any level of the organization. Any DHS employee or agency partner may nominate someone.

Nomination information is as follows:

The DHS Diversity and Cultural Competency Award - continued

Nominations and selection

Any DHS employee or agency partner may nominate someone for a DHS Diversity and Cultural Competency Award using the Word template provided below.

A nomination should consist of several paragraphs (no more than one page) explaining how the nominee's work meets the goals and criteria described above. The nomination must include concrete examples. Completed nominations should be submitted to your supervisor, District Manager and/or Program Manager by **September 8, 2011**.

District Managers should review nominations and forward no more than three recommendations of potential recipients to Debbie DeHerrera (the DHS Office of Equity and Multi Cultural Services' Exec Assistant) by **September 12, 2011**.

Debbie DeHerrera will collect and bring the nominations to a subcommittee of the Diversity & Equity Committee (DEC). This DEC sub-committee will meet on Sept. 13th and recommend the top three nominees in order and forward them to the Director's Office by **September 14, 2011**.

The Director and Chief Operating Officer will make the final selection. Award recipient will be announced at the 2011 Diversity Conference in September. The Conference is scheduled on September 27, and 28, 2011 in Salem, Oregon.

DHS Office of Equity & Multicultural Services will be responsible to arrange for engraving the award plaque. Recipients will be informed of their selection to ensure they will be present on the day of the award presentation.

Timing

Awards will be given during the first day of the general assembly of the annual Diversity Conference held on September 27, 2011.

Positioning

The Office of Communications will report on winners and their achievements using available internal communication venues.

The DHS Diversity and Cultural Competency Award Nomination form

To nominate someone for the DHS Diversity and Cultural Competency Award, please complete this form. Please enter information for both of the criteria; use a separate sheet if necessary.

Award recipients must be permanent DHS employees, and may work at any level of the organization.

- **Outstanding work that moves DHS toward its vision of positive outcomes through developing a diverse, culturally competent workforce.**

Provide a description of the outstanding work described above:

- **Exceptional efforts to institutionalize an organizational culture that fosters respect and provides culturally and linguistically competent services to those we serve.**

Provide a description of the exceptional efforts to institutionalize an organizational culture:

Submit your nomination form to your Supervisor, District Manager and/or Program Manager by **September 8, 2011** who will forward it to the DHS Office of Equity's Executive Assistant, Debbie DeHerrera by **September 12, 2011**.

We know it's a quick turnaround so don't delay in recommending someone outstanding for this award!

Date	Task
8/30	Award process sent out
9/2	determine which DEC members can form a subgroup and be available to meet to review the nominations submitted and select the top three for a Sept. 13 th meeting
9/8	Completed nominations to Supervisors/District Managers/PM
9/12	DM's review nominations and forward up to 3 recommendations to Debbie DeHerrera (OEMS)
9/13	DEC sub-committee meeting to choose top 3; Top 3 forwarded to the Director's Office
9/15	Director and Chief Operating Officer will make final selection; Inform Winner
9/20	Winner information to Salem Trophy
9/27	Present award