State of Washington
Dept. of Health
invites applications for the position of:
Learning Facilitator (HRC4) - Multiple Positions – DOH6964

**SALARY:** $5,136.00 - $6,746.00 Monthly

**OPENING DATE:** 11/07/22

**CLOSING DATE:** 11/28/22 11:59 PM

**DESCRIPTION:**

This announcement will be used to fill one full-time, permanent and one full-time, project Human Resource Consultant 4 positions. The project position is currently funded through June 30, 2023.

The Department of Health (DOH) Office of People Services (OPS) is committed to DOH's Vision (“Equity and Optimal Health for All”) and Mission (“DOH works with others to protect and improve the health of all people in Washington state”).

The Employee Experience Program supports DOH's vision and mission by pursuing its own:

- **Vision:** DOH employees thrive at work and carry that goodness to their teams, families, neighbors and communities.
- **Mission:** Create and deliver satisfying, engaging, inclusive employee experiences at “moments that matter” across their lifecycle at DOH.

As the **Learning Facilitator**, you will report to the Learning and Growth Experience Manager and will be a member of the Learning and Growth Experience Team (LGET). Their primary focus is facilitating learning experiences to DOH employees improve equity, diversity, inclusion, and justice within the organization. Key responsibilities will include facilitating virtual, synchronous, and asynchronous learning experiences; developing and maintaining resource materials for learning experiences, including facilitator guides, participant materials, slides, and other resources; and participating in continuous improvement efforts related to improving the learning experience and achievement of outcomes for DOH employees. Key competencies will include cultural competence within an equity, diversity, inclusion, and justice framework; communication in a learning environment that engages and motivates learners; organization systems for learning content and materials; collaboration towards action; and a learning and growth mindset exhibited through consistent and reliable actions.

DOH realized that our efforts to achieve more equitable health outcomes for the communities we serve begins with our ability to operationalize and institutionalize equity throughout our internal
policies, systems, and practices. Learning and growth efforts must center equity to facilitate sustainable, inclusive learning experiences that improve employees' work experiences.

As the Learning Facilitator, you will be a critical member of the team responsible for implementing agency-wide Equity, Diversity, and Inclusion (EDI) learning experiences that help us achieve our individual and organizational goals. You will also serve as primary facilitator for Outward Mindset, which is part of the agency's culture strategy. You will work very closely with the Learning and Growth Experience Team (LGET); ESJ Managers and other members of the Equity & Social Justice Collaborative; and other team members in People Services.

These positions may be located anywhere within the State of Washington. Due to the COVID-19 pandemic, telework (mobile-work) is expected. When approved to return, the incumbent will work with their supervisor to identify an appropriate work schedule and balance including telework and reporting to the Tumwater, Washington duty station for work activities, if needed. Additionally, it is expected these positions will travel occasionally to attend team, customer, or partner meetings once it is safe to do so.

About the Department of Health
The vision of the Washington State Department of Health (DOH) is equity and optimal health for all. Our mission is to work with others to protect and improve the health of all people in Washington state. Learn more about the [DOH Transformational Plan](#).

Our Values
Good organizations know what they do and how they do it. Great organizations also understand why they do it. Our values encompass the following:

- **Human-centered**: We see others as people who matter like we do and take into account their needs, challenges, contributions, and objectives.
- **Equity**: We are committed to fairness and justice to ensure access to services, programs, opportunities, and information for all.
- **Collaboration**: We seek partnership and collaboration to maximize our collective impact. We cannot achieve our vision alone.
- **Seven Generations**: Inspired by Native American culture, we seek wisdom from those who came before us to ensure our current work protects those who will come after us.
- **Excellence**: We strive to demonstrate best practices, high performance, and compelling value in our work every day.

The Washington State Department of Health acknowledges that our locations statewide are on the homelands of Native people, who have lived in this region from time immemorial. Currently, within the boundaries of Washington State, there are 36 tribes, 29 of which are federally recognized, that share traditional homelands and waterways in what is now Washington State. Some of these are nations and confederacies that represent multiple tribes or bands. We express our most profound respect for and gratitude toward these original and current caretakers of the region. As a public health agency, we acknowledge our responsibility to establish and maintain relationships with these tribes and Native peoples, in support of tribal sovereignty and the inclusion of their voices in public health programs and policies. We pledge that these relationships will consist of mutual trust, respect, and reciprocity.

Benefits of Working for DOH
Washington is America's Top State, according to [U.S. News (2021)](https://www.usnews.com), and provides one of the most competitive benefits packages in the nation.

*We also offer the following:*

- A healthy life/work balance by offering flexible schedules and telework options for many positions.
- Growth and development opportunities.
- A wellness program that offers education, access to healthy food, and fitness classes.
- Opportunities to serve your community through meaningful work.
- A commitment to diversity and inclusion that fosters an inclusive environment encouraging all employees to bring their authentic selves to work.
- An Infant at Work Program based on the long-term health values of breastfeeding newborns and infant-parent bonding.
• Employee resource groups that provide forums for employees to gather and share ideas about matters that affect their personal and professional lives and support career development.

Tumwater is a vibrant city just south of Olympia, the state's capital, with a small-town feel conveniently situated in the Puget Sound area between Seattle and Portland. The rugged Olympic Mountains rise in the distance, and Mount Rainier seems close enough to touch on a clear day. Tumwater enjoys the benefits of an engaged and educated community and a well-supported school system, with two universities and a community college within a ten-mile radius.

Tumwater is located in Thurston County, Washington, homelands of the Coast Salish Peoples, including those recognized today as the Confederated Tribes of the Chehalis Reservation, and the Nisqually and Squaxin Indian Tribes. We acknowledge their presence here since time immemorial and recognize their continuing connection to the land, to the water, and to their ancestors.

**Duties include**
Facilitating and providing expertise regarding DOH's core learning experiences: Foundations of Equity, Diversity, Inclusion, and Justice; Outward Mindset, Outward Leadership, Performance and Development Supervisor Training, and other experiences to be determined.

• Facilitating core training content and/or coordinating the facilitation of core materials by other facilitators.
• Developing and maintaining learning experience materials such as facilitator guides, participant materials, slides, videos, and other resource materials.
• Managing communication with learners, supporting the resolution of concerns and barriers to engagement and completion.
• Utilizing various technologies to host virtual, synchronous, and asynchronous learning experiences, including Microsoft Teams, Zoom, and the enterprise-wide Learning Center.

Facilitating equity, diversity, and inclusion (EDI) curriculum for all levels of the agency. Serving on the transformation team responsible for creating, implementing, and evaluating EDI training.

• Supporting the development and maintenance of a comprehensive EDI curriculum to include, but not limited to, synchronous and asynchronous learning experiences, information resources, job aids, and other materials.
• Facilitating EDI learning experiences virtually or in-person, alone or with a co-facilitator.
• Analyzing results of feedback from employee learning experiences and modify curriculum, as needed. Regularly report results and updates to manager and LGET.
• Supporting the development of EDI learning pathways for employees and leaders at all levels and tenure.

Co-leading, supporting, and continually improving the facilitation skills of non-professional, in-house facilitators.

• Creating, implementing, and maintaining a cohort of DOH co-facilitators for both EDI and Outward Mindset/Leadership opportunities to enhance facilitation practices at DOH.
• Coordinating cohort collaboration, working to set agendas and brainstorm ideas for continued support and growth opportunities for those in this role.

**Who we’re looking for**
Our ideal candidate has a driving passion for the work, brings humility to their job and interactions, and understands how their actions affect others. They see the needs and objectives of others and take them into account while achieving their objectives, and they adapt their approach and expectations accordingly. Our ideal candidate is outward even when confronted with others who are not open or collaborative. They demonstrate resilience to model outward behaviors even when stressed or tired.

**Required Qualifications**

- **Option 1:** Six (6) or more years of demonstrated experience delivering learning experiences to adults.

  OR

- **Option 2:** An associate degree or higher; **AND** four (4) or more years of demonstrated experience delivering learning experiences to adults.

  OR

- **Option 3:** A bachelor’s degree or higher from an accredited college or university in education, psychology, sociology, communication studies, business administration, or another field with demonstrable applicability; **AND** two (2) or more years of demonstrated experience delivering learning experiences to adults.

  OR

- **Option 4:** A master’s degree or higher from an accredited college or university in education, psychology, sociology, communication studies, business administration, or another field with demonstrable applicability.

AND

Coursework or professional development experiences related to equity, diversity, inclusion, and justice.

**Desired Qualifications**

- Experience working in or collaborating with state government.
- Experience creating proposals for trainings which may require external partnerships/contracting.
- Proficiency in a language other than English.

**Application Process**

Intrigued? Click "Apply" to submit your detailed application profile along with the following:

- A **cover letter** (without any personal pictures), describing how you meet the qualifications and why you are interested in this position.
- A current **resume** (without any personal pictures).
- Three (3) or more **professional references**, to be listed in your profile under the references section which includes at least one supervisor, peer, and (if you have supervised staff) someone you have supervised or led.

Please do not attach any letters of recommendation or other documents not requested above.

**Important Note:** Do not attach documents that contain a **photo** or **private information** (social security number, year of birth, transcripts, etc.) or documents that are **password protected**. These documents will not be reviewed and may cause errors within your application when downloaded.

Applicants wishing to claim Veterans Preference should attach a copy of their DD-214 (Member 4 copy), NGB 22, or signed verification of service letter from the United States Department of
Veterans Affairs to their application. Please remove or cover any personally identifiable data such as social security numbers and year of birth.

The Washington State Department of Health (DOH) is an equal opportunity employer. DOH strives to create a working environment that is inclusive and respectful. We prohibit discrimination based on race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability.

**Conditions of Employment/Working Conditions**
All employees engaging in work for the Department of Health are required to be fully vaccinated before their hire date. Proof of vaccination will be verified by the Office of Human Resources after an employment offer has been extended.

Please contact the Office of Human Resources at [HR@doh.wa.gov](mailto:HR@doh.wa.gov) if you need information on a medical or religious accommodation.

*With or without an accommodation, I am willing and able to:*  

- Legally operate a state or privately owned vehicle or provide alternative transportation.  
- Work Monday – Friday, from 8 a.m. – 5 p.m., but willing to adjust the work schedule to meet business needs. A flexible work schedule may be considered upon request and supervisor approval.  
- Occasionally work more than 40 hours per week and/or to adjust normally scheduled hours, which may include evening and weekends.  
- Work effectively in an open office environment.  
- Work remaining stationary at a computer for extended periods of time.  
- Work effectively in a fast-paced environment with multiple assignments and priority deadlines.  
- Travel occasionally, as needed, either alone or with another person, overnight, for several days, in and/or out-of-state.  
- Maintain confidentiality of sensitive information in performing the work of this position.  
- Participate in emergency response exercises and emergency events/high priority assignments, as assigned.  
- Currently, this position may be located anywhere within the State of Washington. Due to the COVID-19 pandemic, telework (mobile-work) is expected. When approved to return, the incumbent will work with their supervisor to identify an appropriate work schedule and balance including telework and reporting to the Tumwater, Washington duty station for work activities, if needed. Additionally, it is expected the position will travel occasionally to attend team, customer, or partner meetings once it is safe to do so.

If you have questions, need alternative formats or other assistance please contact Danielle Dahm at (360) 485-2562, Danielle.Dahm@doh.wa.gov, or TDD Relay at 1-800-833-6384 or 7-1-1. Technical support is provided by NEOGOV, 855-524-5627 (can't log in, password or email issues, error messages).

![work@health](image)

**DUTIES:**

**SUBSCRIBE to DOH Job Alerts**
QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:

This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.

Only applicants who follow the directions and complete the Application Process in-full will have their responses reviewed for consideration.

Education and experience selected, listed and/or detailed in the Supplemental Questions must be verifiable on the detailed applicant profile submitted.

Learning Facilitator (HRC4) - Multiple Positions – DOH6964 Supplemental Questionnaire

* 1. Where did you first hear about this employment opportunity?
   - a. DOH Employment Site/Job Alerts
   - b. DOH Employee
   - c. Friend or Acquaintance
   - d. Indeed
   - e. LinkedIn
   - f. Careers.wa.gov
   - g. Job Fair – if selected, answer Question 2
   - h. Other – if selected, answer Question 2

2. If you selected "g" or "h" to Question 1: Where you first heard about this employment opportunity?

* 3. Are you legally authorized to work in the United States?
   - Yes
   - No

* 4. Will you now or in the future require sponsorship for employment visa status (e.g. H-1B, F1, TN, etc. visas – NOTE: DOH is not a E-Verify agency)?
   - Yes
   - No

* 5. I only attached my cover letter and resume and have ensured these documents are not password protected or do not contain a photo or private information (social security number, year of birth, transcripts, etc.). I understand that documents not requested in the Application Process will not be reviewed.
   - Yes
   - No

* 6. I have read and I understand the Conditions of Employment/Working Conditions that are listed in the job posting and I am willing and able to accept these conditions if offered and accept the position.
* 7. I understand that all employees engaging in work for the Department of Health must be fully vaccinated against COVID-19 before their hire date. The Office of Human Resources will verify the proof of vaccination after an employment offer has been extended. I will contact HR@doh.wa.gov if I need information on a medical or religious exemption/accommodation.

☐ Yes
☐ No

* 8. All responses and statements on this application and any other materials I have submitted to apply for this position are true and complete to the best of my knowledge; and I understand that the state may verify this information and any untruthful or misleading responses are cause for rejection of this application or dismissal of employment.

☐ Yes
☐ No

* 9. SELECT ONE: I am interested in the following position(s).

☐ a. The permanent position.
☐ The project position.
☐ Both the permanent and project positions.

* 10. SELECT ONE: I have education and/or experience in the following:

☐ a. Option 1: Six (6) or more years of demonstrated experience delivering learning experiences to adults.  
☐ b. Option 2: An associate degree or higher; AND four (4) or more years of demonstrated experience delivering learning experiences to adults.
☐ b. Option 2: An associate degree or higher; AND four (4) or more years of demonstrated experience delivering learning experiences to adults.
☐ c. Option 3: A bachelor's degree or higher from an accredited college or university in education, psychology, sociology, communication studies, business administration, or another field with demonstrable applicability; AND two (2) or more years of demonstrated experience delivering learning experiences to adults.
☐ d. Option 4: A master's degree or higher from an accredited college or university in education, psychology, sociology, communication studies, business administration, or another field with demonstrable applicability.
☐ e. NONE of the above.

* 11. I have coursework or professional development experiences related to equity, diversity, inclusion, and justice.

☐ Yes
☐ No

* 12. I have the following desired qualifications.

☐ a. Experience working in or collaborating with state government.
☐ b. Experience creating proposals for trainings which may require external partnerships/contracting.
☐ c. Proficiency in a language other than English.
☐ d. NONE of the above.

* Required Question