

Agency Title VI (6) Coordinator's Duties

(Agency Name) will designate (i.e. HR Director or Designee) as the Title VI Coordinator for the entire agency. The (i.e. HR Director or Designee) will be responsible for civil rights compliance with Federal and State regulations at their agency. The duties of the Title VI Coordinator are as follows:

1. Ensuring all new employees and volunteers receive Title VI training during new employee orientation;
2. Conducting annual Civil Rights In-Service training for all employees and volunteers;
3. Ensuring procedures are in place to inform clients of their rights under Title VI;
4. Displaying and distributing Title VI posters and brochures (in English and other languages);
5. Conducting internal monitoring activities to ensure staff and volunteer compliance with Title VI;
6. Maintaining a complaint log and conducting investigations when necessary;
7. Submission of the annual Title VI Self-survey report and other required documents to the Department of Mental Health and Substance Abuse Services in a timely manner; and
8. Other duties as necessary to ensure agency compliance with Title VI regulations.

All training will be done using (*identify the process for training here*) for all new employees/volunteers and as a refresher course annually for all employees/volunteers. A training roster will be provided to the appropriate departments upon request.

Policy and Procedure No. 2A

Authority Signature _____

(Name and Position of Authorized Signature)

Date _____