

**Job Description: Barnstable County Human Rights Commissioner
10-2015**

The Barnstable County Human Rights Commission was established by the Assembly of Delegates to *promote equal opportunity for all persons in Barnstable County regardless of race, color, religious creed, national origin, sex, age, ancestry, sexual or affectional preference, marital, family or military status, source of income, neighborhood or disability where unlawful discrimination exists in housing, employment, education, public accommodations, Town and County services, insurance, banking, credit, and health care.* [Barnstable County Assembly of Delegates Ordinance 05-18]

The ordinance further lays out the functions, duties, and powers of the Human Rights Commission:

(a) *To enlist the cooperation of racial, religious, ethnic, civic, fraternal, benevolent, and private and public agencies in eliminating unlawful discrimination by cultivating an atmosphere of mutual understanding and harmonious inter-group relationships.*

(b) *To initiate intake, information gathering, and assessments into the existence of unlawful discrimination or harassment, retaliation or reprisal, and to resolve matters of unlawful discrimination, whenever possible, through mediation.*

(c) *To issue such publications and such results of assessments and research, as in the Commission's judgment, will tend to promote good will and to minimize or eliminate discrimination.*

(d) *To provide for community awareness of possible human rights violations and to promote understanding of diverse cultures through education and community action.*

(e) *To make recommendations to the Massachusetts Commission Against Discrimination (MCAD) to improve access and support the promotion of human rights in Barnstable County.*

(f) *To keep the Commissioners and the Assembly of Delegates informed of Commission action, by periodic report upon request, and by means of an annual written summary of its work.*

(g) *To periodically provide opportunities at which the public is given an opportunity to discuss incidents of and/or concerns about human rights violations and to provide referrals, where appropriate, to the MCAD as well as other public and private organizations that in the Commission's judgment will assist with resolving discrimination and human rights issues.*

Human Rights Commissioners are appointed by the County Commissioners and serve a three-year term. Based on performance, Commissioners may be reappointed for an additional three-year term. Commissioners must be residents of Barnstable County. They represent the whole County rather than their town of residence.

Commissioners are expected to:

1. Attend monthly meetings of the Human Rights Commission.
2. Serve on at least one of the HRC Strategic Plan committees, attending committee meetings as called and working actively on the projects and campaigns undertaken by these committees. Those committees are Education, Fundraising, Partnerships, Projects, and Public Relations/Outreach.
3. Review complaints to the HRC, *working with the completed intake interviews and background investigation conducted by the Coordinator*, and assist the complainant either through mediation or advocacy or referral to other agencies with legal enforcement powers.
4. Contribute to public outreach on behalf of the HRC by attending events as an HRC representative, writing letters and/or op-ed articles on human rights issues of importance to the residents of Barnstable County, speaking to civic groups or appearing on media programming about the work of the HRC.
5. Assist with design and implementation of the annual Human Rights Academy for high school and middle school students, including making personal contact with assigned schools and their HRA advisors and participating in the twice-yearly HRA events..
6. Contribute to the annual report to County Commissioners and the Assembly of Delegates and the budget request process of Barnstable County.
7. Other duties as may become necessary in the course of the HRC work.

*Adopted by BC HRC
September 8, 2014
Updated October 6, 2015*