

**The Department of Children and Families (DCF), Boston, MA**  
**Staff Advocate ("LGBTQ Liaisons") Role Description**

### **Mission Statement**

The mission of the Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) Liaisons is to assist our Child Welfare Agency in promoting acceptance and creating a safe, respectful and supportive atmosphere for people of all sexual orientations and gender identities and expressions. We are committed to the development of LGBTQ affirmative practice in conjunction with the Department's six CORE values.

### **Roles and Responsibilities of the LGBTQ Liaisons:**

- participate in Area Office Diversity Leadership Teams
- attend quarterly statewide LGBTQ Liaison meetings
- maintain and update a designated LGBTQ bulletin board in each Area Office that will include literature and service resource information
- distribute to staff resources and materials that will enhance LGBTQ affirmative practice (for example, information on available trainings in the area, Toolkit for LGBTQ-Affirmative Work with Youth and Families, LGBTQ youth events)
- meet with new workers during their On The Job Training (OJT) to introduce them to area office LGBTQ Liaisons and educate them about local LGBTQ resources
- attend events important to the LGBTQ community (including assisting with recruitment for foster parents), such as Youth Pride, Boston Pride, Northampton Pride, Transgender Day of Remembrance, and LGBTQ Youth Prom
- work collaboratively with community organizations
- assist the agency in structural change initiatives that improve outcomes for LGBTQ youth and families involved in the child welfare system.
- Project Coordinators will organize around specific projects, coordinate interested liaisons in project work, and provide updates on projects at statewide LGBTQ Liaison meetings
- Regional Coordinators will attend and represent the LGBTQ Liaisons at both the Regional Diversity Leadership Workgroup and Statewide Diversity Leadership Workgroup
- State Chairs will organize and facilitate statewide meetings, maintain LGBTQ liaisons contact list, maintain LGBTQ Community Providers contact list and attend and represent the LGBTQ Liaisons at the Statewide Diversity Leadership Workgroup