

# GOVERNMENT OF THE DISTRICT OF COLUMBIA



Executive Office of the Mayor  
Office on Latino Affairs

*Vincent Gray*  
Mayor

*Roxana Olivas*  
Director

## NEWS FROM THE OFFICE ON LATINO AFFAIRS (OLA)

### Job and Community Announcements Anuncios de empleo, Actividades y Reuniones

**February 1st, 2011 – February 15<sup>th</sup>, 2011**



**1.º de febrero de 2011 – 15 de febrero de 2011**

THE OLA'S CALENDAR CAN BE VIEWED AT [Office on Latino Affairs](#).

## JOB ANNOUNCEMENTS



■ [La Clínica del Pueblo](#)—Medical Receptionist II—(Full Time) Bilingual—Salary Range: \$26,690 - \$28, 692 (*dependent upon experience*)—Closing Date: February 4, 2011. (Interviews ongoing).

**Position Emphasis:** The Medical Receptionist II performs front office activities for the medical clinic, including patient scheduling, facilitating communication between patients and staff, registration, insurance verification, receiving and posting payments, and entering data and documents into electronic medical record. Quality of care and patient satisfaction is the main goal.

**Minimum Education Requirement:** High School diploma or equivalent. **Minimum Qualifications:** Two years experience medical receptionist experience. One year teller or business cashier experience preferred. Excellent customer service skills; ability to work with diverse groups. Ability to work evenings and weekends. **Bilingual Spanish/English;** fluent spoken and written Spanish. Microsoft Office experience; electronic medical record experience preferred.

**Application Procedure:** Interested candidates should send cover letter and resume to: [djohnson@LCDP.org](mailto:djohnson@LCDP.org) or Fax to: (202) 332-0085. Visit our web site: [www.lcdp.org](http://www.lcdp.org).



■ [La Clínica del Pueblo](#)—CTR Manager-- Full-time—Salary Range: \$44,574 - \$47,917 (depending upon experience). Closing Date: Open Until Filled.

**Position Emphasis:** The HIV CTR Program Manager is responsible for managing the day-to-day operation of La Clínica's HIV Counseling, Testing, and Referral (CTR) Program, including conventional HIV testing, rapid testing in non-clinical settings in suburban Maryland and the District of Columbia, and routine HIV screening in medical settings, in order to reduce the incidence of HIV, increase knowledge of status, and increase linkages to care treatment within the local Latino community.

**Minimum Education Requirement:** BA or equivalent education and work experience in the health and human service field. **Minimum Qualifications:** Four years minimum experience working in HIV prevention and/or with service delivery to the Latino community. Two years minimum experience providing HIV prevention counseling, testing, and results to HIV negative and

positive Latinos following CDC's HIV prevention counseling guidelines. One year prior program management/supervisory experience including development and administration of work plans, budgets, and reports. Knowledge of Latino immigrant community and ability to work with all segments of the community. High motivation for work in HIV prevention field and strong ethical core. Detail oriented, self-starter, highly organized. Ability to work evenings and weekends; fluent spoken and written Spanish. Microsoft Office experience (Word and Excel). **Bilingual, Spanish-English.** MS Office experience.

**Application Procedure:** Interested candidates should send cover letter and resume to: [djohnson@LCDP.org](mailto:djohnson@LCDP.org) or Fax to: (202) 332-0085. Visit our web site: [www.lcdp.org](http://www.lcdp.org).



■ **La Clínica del Pueblo—Chief Medical Officer—Full-time—Send salary requirements in cover letter—Closing Date:** Open until Filled. EOE (Interviews Ongoing).

**Position Emphasis:** The Chief Medical Officer is responsible for overall patient services to ensure quality of care standards are met in the delivery of health care services and quality assurance of LCDP programs/activities to allow LCDP to carry out its mission. This position serves as a part of the executive management team.

**Minimum Education Requirement:** Graduate of an accredited medical school (MD, DO); MPH and/or MBA, preferred. **Minimum Qualifications:** Board Certified in area of specialty, Family Physician preferred. Must possess a current license to practice in the District of Columbia. Valid DC Controlled Substance and DEA licenses required. *Must meet requirements for credentialing.* Three years experience and demonstrated skills in quality medical care, leadership, management, quality assurance, planning and evaluation. Experience supervising clinical and non-clinical staff and departments preferred. Requires significant financial and budget management experience. Familiarity with data collection and statistical analyses. Previous work experience in the Latino community preferred. **Fluent in Spanish and English.** MS Office or equivalent computer experience; Practice Management/EMR Software experience. Benefit package includes health, life, dental, vision

insurance, 403 (B), vacation, CME. Outpatient Only. On Call 1:7.

**Application Procedure:** Interested candidates should send cover letter and resume to: [djohnson@LCDP.org](mailto:djohnson@LCDP.org) or Fax to: (202) 332-0085. Visit our web site: [www.lcdp.org](http://www.lcdp.org).



■ **La Clínica del Pueblo—Ryan White Services Coordinator (RN)—Part-time (24 hrs/wk)—Bilingual, Spanish-English. Salary Range:** \$55,174 - \$59,312 (full-time annual equivalent) **Closing Date:** Open Until Filled.

**Position Emphasis:** This position will lead the interdisciplinary HIV team in the achievement of positive health outcomes for La Clínica's Ryan White clients. **Minimum Education Requirement:** Graduate of an accredited School of Professional Nursing and licensed RN. **Minimum Qualifications:** Current licensure to practice professional nursing in the District of Columbia. Two years previous experience working in HIV care. Two years prior experience working in a Latino community preferred. Program management and quality improvement experience preferred. BLS certification. MS Office or equivalent computer experience; Practice Management/EMR Software experience.

**Application Procedure:** Interested candidates should send cover letter and resume to: [djohnson@LCDP.org](mailto:djohnson@LCDP.org) or Fax to: (202) 332-0085. Visit our web site: [www.lcdp.org](http://www.lcdp.org).

## COMMUNITY ANNOUNCEMENTS



**Mary's Center** ■ **Are you looking for a Job?** Don't miss this opportunity! **Job Fair at Mary's Center, 3912 Georgia Avenue, NW, Washington, DC 20010—** First Floor (One block and a half from Pertworth/Georgia Avenue Metro Station). **February 5<sup>th</sup>, 2011 from 11:00AM – 2:00PM—**Mary's Center will be hiring staff for its new site. Job opportunities include: Front desk, referral specialists, medical assistants, and many others... You do not need to call, just stop by with your

resume. For additional information, call (202) 420-7112.

Starting March 1<sup>st</sup>, 2011, Mary's Center will open a state-of-the-art NEW site to provide health care, social and educational services. Call to make an appointment: (202) 483-8196.



■ **D.C. Schools Project**—A program of Georgetown University's Center for Social Justice, offers **free adult ESL classes at Bruce Monroe Elementary School**, 3560 Warder St, NW. **Open** enrollment on January 29<sup>th</sup> from 11am - 2pm. **Classes begin on February 5<sup>th</sup> and continue every Saturday from 10:00AM – 1:00PM, and 1:00PM – 4:00PM**, for beginner, intermediate and advanced levels. All levels and language backgrounds are welcome. Childcare is available. Please call 202-687-8868 with questions!

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¿Le gustaría aprender inglés?—DC Schools Project de la Universidad de Georgetown en colaboración con la escuela Bruce Monroe le ofrece clases de Inglés para adultos ¡Todos son bienvenidos y las clases son gratis! Se ofrece cuidado de niños para padres y madres que lo necesiten. ¡Matricula abierta; Primer día de clases el sábado 5 de febrero. Horario de clases: Todos los sábados de 10am-1pm y de 1:00pm-4:00pm. Para obtener más información, llámenos al (202) 687-8868. Escuela Bruce Monroe, 3560 Warder St., NW Cerca del metro Georgia Ave/Petworth, por Newton Place.



CARECEN  ■ **Centro de Asistencia Voluntaria al Contribuyente del IRS (VITA)** —

¿Necesita hacer sus impuestos? ¿Es un individuo con un ingreso anual menos de \$22,000? ¿O una familia con un ingreso anual menos de \$42,000? ¡Venga a un centro VITA y obtenga ayuda GRATIS al preparar los impuestos de 2010!

Centros en WASHINGTON, D.C. :

**ACCESO – Federal Credit Union**—3059 Mount Pleasant St. NW. **Horario:** 26 enero – 15 abril. Miércoles: 3:00 - 6:00 pm. Sábados: 10:00am - 2:00 pm. **Metro más cerca:** Columbia Heights. **Buses:** 42, 43, H1, H2, H3, H4, H8, S1, S2, S4, S9, DC Circulator

**Language ETC**—Iglesia Nuestra Señora Reina de las Américas. 2200 California St NW. **Horario:** 5 febrero – 9 abril los sábados de 9:00 am - 12pm. **Tel:** 202-387-2222 ó 1-877-728-3515. **Metro más cerca:** Dupont Circle. **Buses:** 42, 43, H1, H5, H7, 90, 92, 93, 96, 98, L2, X3

**Vida Senior Centers**—1842 Calvert St. NW. **Tel:** 202-483-5800. **Horario:** 7 febrero – 15 abril. LLAME PARA HACER CITA. SOLAMENTE PARA PERSONAS DE LA TERCERA EDAD. **Metro más cerca:** Woodley Park/Adams Morgan. **Bus:** 90, 92, 93, 96, L2, X3, DC Circulator

**Barbara Chambers Children's Center**—1470 Irving St. NW. **Tel:** 202-387-6755. **Horario:** 7 febrero – 11 abril. LLAME PARA HACER CITA. **Metro más cerca:** Columbia Heights. **Buses:** H1, H2, H3, H4, H8, S1, S2, S4, S9, 42, 43, DC Circulator.

Información preparada por: **CARECEN**—El Centro de Recursos para Centroamericanos—1460 Columbia Road, NW #C-1, Washington, DC—Si requiere de información adicional, comuníquese al 202-328-9799.

**LanguageETC and Capital Area Asset Builders Free Tax Preparation Site**

Why pay when you can file your taxes for FREE?



**LanguageETC and CAAB** are collaborating with **OLA** and the **DC EITC Campaign** to offer free tax preparation and filing to qualifying DC residents.

**Spanish-speaking DC residents who earn:**

\$22,000 or less (for individuals), or  
\$42,000 or less (for families),

Can have their taxes prepared and filed for FREE by IRS-certified tax preparers at the **Language ETC and Our Lady Queen of the Americas** tax site, located at **2200 California Street, NW.**

This tax site is open **Saturdays** (February 5 – April 9) from **9am – 12pm**. For more information, visit **www.dceitc.org**, or call **1-877-SAVE-515**

[Click Here for a downloadable flyer \(Spanish\)](#)



**Restaurant Opportunities Center of Washington, DC (ROC-DC)** .

**Share the Love with Restaurant Workers!** You are invited to attend... **Monday, February 14<sup>th</sup>, 2011 from 8:30am -11:00am** —Behind the Kitchen Door Summit: Inequality and Opportunity in Washington, DC's Thriving Restaurant Industry. The Washington, DC Restaurant Industry is one of the region's largest and fastest-growing sectors. Please join our invited speakers along with policymakers, press, and members of the restaurant industry in discussing the findings of Behind the *Kitchen Door: Inequality and Opportunity in Washington, DC's Thriving Restaurant Industry*, the most comprehensive report ever conducted on the state of the restaurant industry in Washington, DC and its implications on the region's economic development, public health, and working conditions.

This event is free of charge. Breakfast will be provided. You must register online! For additional information and **to register online**, please follow this [link](http://www.eventbrite.com/event/1190620177/mcivte). You can also cut and paste the following link into your browser: <http://www.eventbrite.com/event/1190620177/mcivte>



### ■Free Computer Training

**Classes—PC for beginners teaches basic computer skills** for those with little or no previous experience with computers. Our PC for Beginners class teaches typing, how to use the mouse and how to use the computer and internet to manage your health and budget and to communicate with friends, family and your community. FREE computer training, computer and Cricket broadband card (*for those who qualify*).\* **You must be a DC resident to enroll in this program.** All students must present proof of residency on the first day of class to be admitted. To register, call **ByteBack** Monday through Friday (10:00AM – 4:00PM) at (202) 529-3395. \*To qualify for a free computer and broadband service, you must fall below a certain income threshold.

Spanish PC for beginners (Mt. Pleasant),  
Monday/Wednesday, 10:00AM – Noon

Spanish PC for beginners (Columbia Heights),  
Monday/Wednesday, 1:00PM – 3:00PM

English PC for Beginners, (Columbia Heights),  
Monday/Wednesday, 3:00PM – 5:00PM.



### ■¡Clases de Computación Gratis!

PC BASICS cubre las habilidades básicas para estudiantes con poco o sin ninguna experiencia usando las computadoras, el teclado de la computadora y el uso del “ratón.”

También ayuda a los estudiantes a explorar el uso de la computadora y del internet para aprender sobre cómo mantener una buena salud y manejar un buen presupuesto familiar, así como comunicarse con amigos, familiares y miembros de su comunidad.

Entrenamiento gratis de computación, computadora personal y tarjeta de banda ancha de Cricket (internet) (*Para aquellos que califican*)\* **El programa es solo para residentes de Washington, DC.** Para matricularse necesita traer prueba de residencia el primer día de clase.

Para inscribirse en inglés, llame al (202) 821-5897. Para matricularse en español, comuníquese con el Prof. Luis Callejas al (202) 821-5897.

\*Para calificar para una computadora gratis y modem de banda ancha, debe de estar dentro de cierto límite de ingreso.

Español *PC Basics* (Mt. Pleasant), Lunes y miércoles,  
10:00AM – 12:00PM.

Español *PC Basics* (Columbia Heights), Lunes y miércoles,  
1:00PM – 3:00PM.

Ingles *PC Basics* (Columbia Heights), Lunes y miércoles,  
3:00 – 5:00PM.

Columbia Heights/Shaw Family Support Collaborative,  
1470 Irving Street, NW, 3rd Floor, DC 20009

Biblioteca de Mt. Pleasant  
3162 Mt. Pleasant St. N.W. DC 20010



Don't forget to follow us on