

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 Training Announcements Anuncios de empleo y entrenamiento

July 15th, 2011 – July 31st, 2011



15 de julio de 2011 – 31 de julio de 2011

JOB ANNOUNCEMENTS



DEPARTMENT OF HEALTH
Promote. Prevent. Protect. ■ The [Department of Health \(DOH\)](#) is seeking a **Support Services Specialist**—**Full-time**, Monday - Friday - 8:15 am to 4:45 pm—**Salary Range:** \$50,510 - \$65,126—**Location:** 899 N. Capitol Street, NE—**Closing Date:** August 30, 2011.

Duties and Responsibilities: The incumbent serves as a Support Services Specialist and is responsible for coordinating with facility management to repair, alter or move the Office's facilities through DC government services or with outside vendors. Ensuring strict adherence to control and accountable procedures for property, e.g., computers, telephones, calculators, file cabinets, parking passes, etc. Provides for the requisition, purchase, storage, and issuance of office supplies and administrative equipment such as desks, computers, and filing cabinets. Incumbent also provides all aspects of mail operations including receipt, routing, dispatch, and control of packages, mail, and all other forms of written or printed communications. Provides printing, publication, procurement, distribution, and maintenance of stock levels; the recording of changes to organizational forms, periodicals, and publications and in-house reproduction services. Evaluates the overall fleet

management program. Collects data and reviews a variety of reports relating to vehicle use, and expenses, to identify problems or trends for further review. Audits vehicle files, procurement actions, license tag and credit card registers, motor vehicle accident records, and the dispatch vehicle reservation system.

Qualifications: Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement. Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. Specialized Experience: One year of specialized experience equivalent to at least the next lower level in the normal line of progression that demonstrated knowledge of the methods and procedures for providing or performing a variety of functions and services applicable to the position to be filled; ability to plan, organize, and control work involving diverse activities; ability to gain cooperation and coordinate the work of others; and skill in oral and written communications.

To apply: All applicants including Department employees and other DC government employees must submit the District of Columbia Application

DC 2000. Please note that all applicants are encouraged to apply on-line at www.dchr.dc.gov. Resumes received outside the area of consideration and/or after the closing date will not be given consideration. All inquiries related to employment and job applications should be directed to HR Answers at 202.442.9700. To apply in person, please go to the D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001 (Judiciary Square).

For more information on the above and additional available job positions within DC government, please visit:

https://erecruit.dc.gov/psp/erecruit/EMPLOYEE/H RMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE



■ The **Department of Health (DOH)** is also seeking a **Program Assistant—Full-time**, Monday - Friday - 8:15 am to 4:45 pm—**Salary Range:** \$45,345 - \$58,386—**Location:** 899 N. Capitol Street NE.—**Closing Date:** August 25, 2011.

Duties and Responsibilities: The incumbent serves as a Program Assistant and is responsible for preparing lien documents that are submitted to the Office of the Recorder of Deeds (ORD) according to the Standard Operating Procedures (SOP). Manages the programs access database tracking all Notice of Infractions (NOI) issued by a Department of Health inspector and maintains the file by the inspector name. Maintains a record of each lien issued and the Administrative Judge's final disposition of each case heard submitting a quarterly report to the program manager. The incumbent also professionally resolves calls, e-mails, letters and texts that are the concerns of property's owners or representatives as relevant to liens.

Qualifications: Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform

successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

To apply: All applicants including Department employees and other DC government employees must submit the District of Columbia Application DC 2000. Please note that all applicants are encouraged to apply on-line at www.dchr.dc.gov. Resumes received outside the area of consideration and/or after the closing date will not be given consideration. All inquiries related to employment and job applications should be directed to HR Answers at 202.442-9700. To apply in person, please go to the D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001 (Judiciary Square).

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■ The **Department of Youth Rehabilitation Services (DYRS)** is seeking a **Food Preparation & Service Supervisor—Full-time**, Rotating Shifts, Sunday-Saturday—**Salary Range:** \$22.00 - \$28.89 per hour—**Location:** 8400 River Road—**Closing Date:** Open until filled.

Duties and Responsibilities: Plans, organizes and supervise the day-to-day food preparation, cooking and

serving on two shifts for residents, staff and guest. Supervises personally, or through cook leaders, a staff composed of cooks, food service workers, and four or more residents engaged in preparing and cooking regular and occasional special diets and serving them to staff and residents in the dining areas. Assures the adequate on-the-job training is provided for employees at appropriate levels; solves employee grievance; evaluates performance; and recommends reassignments, promotions and disciplinary action. Interviews and participates in the selection of employees. Is responsible for keeping inventory of equipment and their proper storage and protection.

Qualifications: Knowledge of health, safety, and sanitation procedures and regulations, and proper food protection procedures. Knowledge of the full range of food preparation and service principles. Experience in planning, organizing and directing the operation of a full service culinary service. Ability to communicate effectively orally and in writing. Ability to supervise and direct the activities of personnel on multiple shifts to meet schedules while maintaining efficiency and high standards in a fast paced environment.

To apply: All inquiries related to employment and job applications should be directed to Candace Featherstone at 202.299.3179. Resumes received outside the area of consideration and/or after the closing date will not be given consideration. Applicants are encouraged to apply online at www.dchr.dc.gov. To apply in person, please go to the D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001 (Judiciary Square).

For more information on the above and additional available job positions within DC government, please visit: https://erecruit.dc.gov/psp/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE



■ **La Clínica del Pueblo** is seeking a **Case Manager (Substance Abuse) Bilingual—Full-time—Salary Range: \$34,828 - \$37,440—Closing Date: July 22, 2011.**

Duties and Responsibilities: To provide case management services to ex-offenders receiving

substance abuse treatment in the *Volviendo a Vivir* project. Quality patient care and patient satisfaction is the primary goal.

Qualifications: Minimum Education Requirement: Bachelors degree in Social Work or related field. Minimum Qualifications: Ability to work with individuals from a wide variety of racial, cultural and socioeconomic backgrounds. Two years prior experience in related work in the Latino community. **Bilingual/Spanish-English, Bicultural.** Excellent writing and communication skills. Computer literate.

To apply: Interested candidates should send cover letter and resume to: djohnson@LCDP.org or Fax to 202.332.0085. EOE.

For more information on the above and additional employment opportunities at La Clínica del Pueblo, please visit: <http://www.lcdp.org/template/page.cfm?id=75>



■ The **National Park Service (NPS)**, and specifically the George Washington Memorial Parkway and its unit at Great Falls, VA, the Chesapeake and Ohio Canal National Historical Park (C&O Canal), the United States Park Police and the group EPICA (the Ecumenical Program on Central America and the Caribbean) are issuing a **call for volunteers to help spread the message about the dangers of entering the Potomac River Gorge this summer and beyond.**

All organizations are especially seeking volunteers who are **bilingual**, speaking both **Spanish and English** or **English and Vietnamese**, as members of these communities have been lost to drowning in the Potomac River Gorge during the last three years.

Specifically, 14 persons have lost their lives to drowning in the Potomac River Gorge, a 15-mile stretch of the Potomac River from just north of Key Bridge to just north of Great Falls on the Potomac River. While there are numerous signs in Spanish, Vietnamese and English posted at various locations on both sides of the Potomac River Gorge, all organizations need volunteers to meet and greet visitors to both sides of the River and to meet and greet visitors, informing them in the appropriate language of the dangers inherent in the Potomac River Gorge.

Any interested persons wishing to help volunteer are asked to call 202.619.7222 and provide their name and contact information so the National Park Service may enlist volunteers for this very important public and community outreach effort.

CLASSES AND TRAININGS



■ La oficina de Enlace Público del [Servicio de Ciudadanía e Inmigración de Estados Unidos \(USCIS\)](#) le invita a participar en su próximo "Enlace", donde compartirá una presentación, actualizaciones de la agencia y tendrá un foro abierto para responder a preguntas generales. El tema de este Enlace es: "La ayuda equivocada puede perjudicarlo, evite las estafas de inmigración".

Fecha y hora: Jueves, 28 de julio. 5:30 – 7:30 p.m. (hora del pacífico).

Para participar en nuestro Enlace Público, comuníquese por correo electrónico a Public.Engagement@dhs.gov, y entre la palabra "ENLACE" en la línea del asunto. También se puede llamar a 1.800.857.4862, clave: servicio.



Congresswoman Eleanor Holmes Norton is hosting the **14th Annual Job Fair** on **Tuesday, August 9, 2011** at the Washington Convention Center, Hall C at: 801 Mount Vernon Place, NW (Use main entrance at the corner of 7th and L Street, NW).

Workshops will be held from 9:30 – 11:00 AM:

- Dress for Success Fashion Show
- Resume Writing 101
- Completing D.C. Employment and Federal Applications
- Interview Tips and Techniques

Job Fair will be from 11:00 AM – 3:00 PM:

- Federal, state, and local jobs
- Private sector jobs
- Jobs for recent college graduates
- Technical and trade schools for training for jobs
- Construction jobs
- 100 employers

Please note: DC residents only. Must bring DC picture ID/proof of residency, such as Driver's license, non-driver's photo ID, voter registration card, pay stub, utility bill, or lease. Recommended to bring copies of your resume and dress for success.

To view the full flyer for this event, please visit:

http://www.scribd.com/fullscreen/60285032?access_key=key-2kpzsdea06pvol36pkdp



■ **DC Public Schools** start classes for the next school year on **August 22!** Parents must reenroll their children each year. Please enroll as early as possible to ensure that every school has the necessary supplies and books on the first day of school. [Enrollment forms are available online.](#)

Los siguientes documentos y formas para matricular en las Escuelas Públicas de DC (DCPS) están disponibles en español:

- [Lista de Matrícula de las EPDC](#)
- [Perfil Anual de Matrícula del Estudiante, Año Escolar 2011 - 2012](#)
- [Notificación de derechos bajo la Ley FERPA](#)
- [Divulgación de información del directorio estudiantil](#)
- [Derecho a decidir no divulgar información a los reclutadores militares](#)
- [Formulario de las EPDC sobre Divulgación en los Medios de Comunicación](#)
- [Consentimiento para Reembolso de Medicaid](#)
- [Directrices de las EPDC para la Verificación de Residencia en el DC](#)

Para más información de DCPS en español, por favor visite a: <http://dcps.dc.gov/DCPS/spanish>



■ The [Restaurant Opportunities Center of Washington, DC \(ROC-DC\)](#) offers **free training** classes for restaurant workers, starting on **July 11th**.

In the **Colors Hospitality Opportunities for Workers (CHOW)** program, the following classes will be offered:

- Introduction to Restaurant Customer Service
- Introduction to Bartending
- Fine Dining Server Training
- English for Restaurant Workers

To register, contact Katherine Jimenez via phone 202.679.8058, or email katherine@rocunited.org

For more information on ROC-DC, please visit: <http://www.rocunited.org/affiliates/washington-dc> or call 202.559.7496 (hablan español).



■ The **Enhanced Business Information Center (e-BIC)** is the cornerstone of the Training and Education Division of the [Department of Small and Local Business Development \(DSLBD\)](#). It is conveniently located at the [Martin Luther King Jr. Memorial Library](#), at 901 G St. N.W., across the street from Gallery Place Metro stop and two blocks east of Metro Center. e-BIC is open to D.C.-based entrepreneurs and business owners from 9:30 AM - 5 PM, Monday through Friday.

The e-BIC is a one-stop shop for: business resources; one-on-one business counseling and assessment; monthly business development workshops; business training series. The Training and Education Division's offerings also include: access to computers, business planning software and numerous resources that help D.C.-based entrepreneurs and business owners learn about financing, business management, accounting, business planning, marketing, licensing and permits, local and federal incentive programs, and business certification in the District of Columbia.

For more information, please contact e-BIC staff by phone: (202) 727-2241 or email: ebic@dc.gov, or visit: <http://www.dclibrary.org/services/ebic>.



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