

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Executive Office of the Mayor
Office on Latino Affairs

Adrian M. Fenty
Mayor

Mercedes Lemp
Director

NEWS FROM THE OFFICE ON LATINO AFFAIRS (OLA)

Job and Community Announcements Anuncios de empleo, Actividades y Reuniones

August 1st, 2010 – August 15th, 2010



1. ° de agosto de 2010 – 15 de agosto de 2010

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

JOB ANNOUNCEMENTS



DCOHR ■ [Office of Human Rights](#)—
15933—MS-0301-14—**Language Access Program Director** (\$88,545 - \$123,963)—**Opening Date:** May 21, 2010—**Closing Date:** Open until Filled—**First Screening Date:** May 31, 2010—**Tour of Duty:** 8:30AM - 5:00PM—Monday - Friday. Open to the General Public. **Promotion Potential:** None—**Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

Brief Description of Duties: Serves as the principal advisor to the Deputy Director and Director of the OHR on all matters pertaining to the Language Access Act. Develops and implements policies, procedures and guidelines to ensure consistency and uniform applicability of the requirements of the Act by all covered entities to include District of Columbia government agencies, departments and programs, as well as government contractors and recipients of city funds that furnish information or render services, programs or activities to the public. Performs other related duties as assigned. **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.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO

ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Experience working with immigrant groups and communities. **Ranking Factor #2:** Ability to work independently with diverse groups and provide leadership in negotiating with those groups when collaborating in the development of programs and government agendas. **Ranking Factor #3:** Ability to multi-task in the development, administration and reporting of programs. **Ranking Factor #4:** Experience providing supervision and leadership to diverse staff. **Ranking Factor #5:** Ability to research and implement best practices in the area of equal rights for immigrants and language-specific populations.

Other Significant Factors: Proficiency in another language is preferred. Priority Consideration—

Displaced Employee Priority Placement: Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **Veterans**

Preference: Applicants claiming veterans' preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of

employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700. **Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. **Posting Cancellation:** A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Job Offers: Official Job Offers are made by the Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. **Equal Opportunity Employer:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. **Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.



■ Department of Health Care Finance –

Program Specialist (\$45,345 - \$58,386) – 16179 – CS-301-09 – Full-Time Regular – **Opening Date:** July 22, 2010 – **Closing Date:** Open Until Filled – **Tour of Duty:** 8:15 am - 4:45 pm Monday – Friday. Open to the General Public – **Promotion Potential:** No Known Promotional Potential – **Collective Bargaining Unit (Union):** This position is in the collective bargaining unit represented by AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

Brief Description of Duties: The position is located in the District of Columbia, Department of Health Care Finance (DHCF), Office of Health Care Innovation. The incumbent has responsibility for performing duties associated with enrolling and maintaining enrollment of eligible D.C. residents in the health expansion programs, including but not limited to the Healthy D.C. Program.

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.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family

responsibilities, matriculation, physical handicap, or political affiliation.

Job Offers: Official Job Offers are made by the Department of Health Care Finance.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Knowledge of District and Federal laws, rules, policies, and procedures that govern eligibility in varied categories of public medical assistance to determine eligibility for health expansion programs. **Ranking Factor #2:** Ability to communicate in person, over the telephone, and in writing with other government agencies, members of the community, applicants, and other personnel associated with the program. **Bilingual (English/Spanish)** capabilities preferred. **Ranking Factor #3:** Familiarity and confidence in using electronic case management software, Microsoft Office software, and new technology. ACEDS familiarity is preferred. **Ranking Factor #4:** Demonstrated ability to handle eligibility or case management work in private and/or public health insurance sector. **Ranking Factor #5:** Ability to perform a variety of research and analytical support to management.

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement: A person applying for a position in the Career Service, Educational Service,

Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Veterans Preference: Applicants claiming veterans' preference must submit official proof at the time of application.

How to Apply: All applicants including Departmental employees and other D.C. government employees must submit the District of Columbia Application, D.C. 2000.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a DC 2000 job application or online job application is required to be submitted.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700.



■ [Office on Asian and Pacific Islander Affairs](#)— [Staff Assistant \(Bilingual\)](#)—(\$41,923 - \$53,983)—Job ID: 16471—CS-301-09—Location: One Judiciary Square— **Closing date:** August 9, 2010—

Brief Description of Duties: This position is located in the Office on Asian and Pacific Islanders Affairs and the incumbent is responsible for a variety of administrative and analytical duties. In conformance with established procedures, prepares statistical and narrative reports or other correspondence for the review and signature(s) of operating officials required. Reviews all correspondence prepared the Director's signature for consistency with office correspondence and procedures and the Director's style of presentation. Implements the correspondence control system, which is monitored to ensure that assignments have been completed by the suspense date. Incumbent ensures completion in a timely manner. Receives visitors and telephone calls. Develops and maintains a comprehensive annual calendar of activities; programs and requirements; ensures timeliness of programs and activities. Keeps inventory of supplies for the office. Keeps abreast of pertinent administrative rules, regulations and procedures. Disseminate information on new and revised administrative policies and procedures to the office.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.** **Ranking Factor #1:** Knowledge of the mission, goal, objective and operating policies and procedures of the program to effectively, accurately and expeditiously meet its goals and objectives. **Ranking Factor #2:** Knowledge of, the ability to apply administrative concepts, practices, principles and process of office management to gather, analyze, research and evaluate information/data. **Factor #3:** Ability to provide interpretation and translation for Asian-speaking customers' documents and the spoken word. **Ranking Factor #4:** Knowledge of, and proficiency in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etcetera and a willingness to learn new technology associated with the assigned work tasks.

Working Conditions: The work is performed in an office setting. The work is adequately lighted, heated and ventilated. Physical Effort: The work is sedentary. The work place has no special physical demands on the employee. The work includes some walking standing, bending and carrying light items such as paper, files and books.

Displaced Employee Priority Placement: Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified. Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment. Veterans Preference: Applicants claiming veterans' preference must submit official proof at the time of application. Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. 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. **Job Offers:** Official Job Offers are made by the Office of Human Resources Only. Time-in-Grade Restrictions:

Time in grade restrictions must be met by the closing date of this vacancy announcement. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.



■ [District Department of Transportation](#)—**Equal Opportunity Compliance Specialist**—(\$62,499 - \$79,959)—16521—CS-0360-12—**Opening date:** August 2, 2010— **Closing date:** August 19, 2010—**Permanent Agency:** Office of Integrity and Employee Relations—

Duties Brief Description of Duties: This position is located in the Department of Transportation (DDOT), Office of the Director, Office of Civil Rights, and Disadvantaged Business Enterprises (DBE) Program. Provides oversight for the DBE program to ensure compliance with regulations and to monitor the District's progress toward attainment of program goals and ways to improve the DBE participation in procurement and contracts. Prepares annual goal and semi-annual goal reports in construction contracts and other reports, as needed, Provides regulatory advice and guidance for highway construction contractors and partners, participating trainees, etcetera, consistent with measures established within the Code of Federal Regulations(CFR), 49 CFR Part 26) to assist in monitoring, reviewing, and evaluating equal opportunity contract compliance in the various DDOT Administrations. Conducts site inspections and extensive investigative research to ensure that DBE contractors performing work on federally funded projects are fully and currently certified DBEs and operating in compliance with contracts requirements. **Job Offers:** Official Job Offers are made by the DC Department of Transportation Only.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO

ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Thorough knowledge of the mission, functions, and strategic plans, goals and objectives of the DDOT, Office of Contracts and Procurements, civil Rights Division federally funded Disadvantage Business Enterprise Program, and DC Minority Contracting Act of 1976; sufficient to monitor agency compliance with federally Transportation projects.

Ranking Factor #2: Thorough knowledge of the mission, functions, and strategic plans, goals and objectives of the DDOT, Office of Contracts and Procurement, Civil Rights Division federally funded Disadvantaged Business Enterprise Program (DBE), and DC Minority Contracting Act of 1976; (49 CFR Part 26) sufficient to monitor agency compliance with federally funded transportation projects.

Ranking Factor #3: Demonstrate skills in tracking, monitoring and/reporting the progress of DBE goals: awarded contracts (construction & A/E), DBE uniform report of commitments and payments and payments by contract: and in the review and approval of DBE plans submitted by the lowest responsive bidder.

Ranking Factor #4: Ability to communicate effectively, both orally and in writing as required to interface with contractors, agency officials and others; and to represent DDOT at conferences and meetings, when required.

Other Significant Factors: This position has been designated as an emergency position under the District Personnel Manual, Chapter 12. As such, your service may be required in emergency situations to perform crucial duties, i.e., snow removal, transportation, shelter operation, food distribution, and communication. These duties may be performed when the Government is closed or when most employees are dismissed early. **Displaced Employee Priority Placement:** Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia

government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment. Residency Requirement A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Other Information: “Spanish/English Bilingual Preferred.” Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace. **Veterans Preference:** Applicants claiming veterans' preference must submit official proof at the time of application.

How to Apply Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700. **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:** 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. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.



■ **Carlos Rosario Public Charter School**

serving adult immigrants has an immediate position for the 2010-2011 school year for an individual to teach computer operations to students who are not computer literate and have limited English proficiency. Must have a BA degree (Master's preferred) in TESOL, Adult Education, Linguistics or related field. Excellent knowledge of Microsoft Computer operations and knowledge of ESL program software required. 3-5 years ESL teaching exp. Hrs: 6pm-9pm, Monday-Thursday.

Qualified candidates can send resumes with cover letter to mpleshaw@carlosrosario.org or fax to (202) 232-6442.



■ **Carlos Rosario Public Charter School**

serving adult immigrants has an immediate position for the 2010-2011 school year for an individual to teach computer applications to students who have limited English proficiency. Must have 3 ½ years teaching exp. and be certified as a Microsoft Office Specialist. Master's degree and experience working with adults with limited English skills preferred.

Hrs. 8:30AM - 11:30AM, Mon-Fri. Position starts in August.

Qualified candidates can send resumes with cover letter to smendez@carlosrosario.org or fax to (202) 232-6442.



■ **Community Housing Program**

Director Program Description: The District Alliance for Safe Housing, Inc. (DASH) works to ensure safe and

sustainable refuge for victims of domestic violence in the District of Columbia through the development and management of emergency and transitional housing and supporting other community-based organizations to develop housing for victims as well. **Reports to:** Deputy Director

Brief Description of Duties:

- Oversees the day to day functions of the Community Housing Program department which assists domestic violence survivors in finding and maintaining housing in order to prevent homelessness
- Supervise and manage the Empowerment Project- a nationally recognized transitional to permanent scattered site housing program;
- Supervise and manage the activities of the Housing Resource Center at the Lighthouse Center for Healing which includes: housing counseling, safety transfers, assistance finding permanent housing; trainings on housing resources and rights; a weekly walk in housing clinic; online information and tools
- Oversee the activities of a grant funded program to provide coordinated services to sexual assault survivors which includes: collaborating with other agencies at the Lighthouse on trainings & referrals; assisting sexual assault survivors with navigating the housing system and finding housing;
- Participate in all areas of program and policy development and design of the Community Housing Program;
- Contribute to the planning and development of agency wide programs and policies;
- Develop and maintain a data tracking system & other program evaluation tools;
- Representing the organization at community meetings regarding housing issues for homeless populations;
- Create mechanisms for educating the community on changing policy as it relates to victim access to affordable housing;
- Troubleshoot technical housing issues as they arise with staff, victim advocates, and victims accessing housing programs;
- Develop resource material and content for the Housing Resource Center Online website;
- Design and conduct trainings and quarterly summits for staff and partner agencies;
- Provide direct supervision to a team of housing advocates;
- Complete program reporting and evaluation/statistical monitoring;

- Manage and supervise the activities of student interns and volunteers as needed;
- Perform other duties which contribute to the running of the website, including ordering equipment and supplies;
- Other related duties as assigned.

Qualifications: A Master's Degree and five years work experience are required (education and or work experience may be substituted for these requirements). Management experience required. Applicants should have an interest in and knowledge of local housing laws, policies and resources. A passion for advocating for survivors of domestic violence is a must. The ability to understand the dynamics of trauma and to work within a trauma informed framework is preferred. The ideal applicant should enjoy working in a team environment; be able to handle multiple often changing demands; be able to think on both a micro and macro level; have good oral and written communication skills. *Fluency in a foreign language a plus.*

How to Apply: Email cover letter plus resume to info@dashdc.org (please put title of position in subject line). No phone calls please. No fax please.

COMMUNITY ANNOUNCEMENTS



■ **The Catholic University of America's** Metropolitan School of Professional Studies and Catholic Charities have crafted a special partnership aimed at creating more robust educational opportunities for those serving the community.

Students who are admitted to the HSA certificate program or the A-S.-HS may now pursue coursework through traditional classroom-based delivery as well as earn up to (6) social science elective credits through prior learning assessment (PLA) of the PCEP coursework.

Students who complete the Catholic Charities PCEP program can transfer the credits to the Catholic University's MSPS for six semester credit hours. PCEP students will also receive a tuition discount from the Catholic University's MSPS.

For additional information, and/or if you are interested in applying to the MSPS, please contact MSPS's

Director of Admissions Susan Scully at scullys@cua.edu; 202.319.5256, or visit the MSPS Admissions and Financial Aid page at the following web address: <http://metro.cua.edu/admissions>.



■ College Fair!

Washington, DC—October 12th, 2010 at the Walter E. Washington Convention Center—

Requesting information from multiple colleges and universities at the NACAC College Fair just got a whole lot easier! Students will be able to pre-register online: [NACAC--On Line Student Registration](#).

Students can enter their information once online and not have to fill out the same information again on-site. **NO MORE FILLING OUT INFORMATION CARDS!** Contact your guidance counselor with any questions or for additional information.



■ [The Maya Indie Film Series](#) has launched its second annual eight-city tour. The series, which debuted last summer, brings six critically acclaimed, Latino-themed films to the top eight U.S. markets: New York, Los Angeles, Chicago, Miami, Dallas, Washington D.C., San Jose, and San Diego. The Maya Indie Film Series begins in Washington, DC on July 30th, 2010. More details are available at: www.mayaindieseries.com.



Don't forget to follow us on