

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**

**April 15<sup>th</sup>, 2010 – April 30<sup>th</sup>, 2010**



**15 de abril de 2010 – 30 de abril de 2010**

April 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				15	16	17 <a href="#">Know Your Rights Workshop (Bruce Monroe, 12:00PM-2:00PM)</a>
18	19	20	21	22	23	24
25	26	27 <a href="#">Employment Fair for the Restaurant/Food Service Industry Frank D. Reeves Center, 2<sup>nd</sup> Floor (1:00-4:00PM)</a>	28	29	30	

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

**JOB ANNOUNCEMENTS**



The Office on Latino Affairs (OLA), the Department of Employment Services (DOES), the Spanish Catholic Center, and the Restaurant Opportunities Centers United are pleased to invite you to participate in our *Employment Fair for the Restaurant/Food Service Industry*, scheduled to take place on **Tuesday, April 27<sup>th</sup>, 2010 from 1:00PM to 4:00PM** at the Office on Latino

Affairs, **Frank D. Reeves Center, 2<sup>nd</sup> Floor**. Applications and résumés will be accepted at this event. Participants should be prepared to be interviewed on site by some of the representatives. Your talents and skills are needed, do not miss this opportunity!

**WHEN:** Tuesday, April 27<sup>th</sup>, 2010  
1:00PM – 4:00PM

**WHERE:** Office on Latino Affairs  
Frank D. Reeves Center  
2000 14th St. NW, 2nd Floor  
Washington, DC 20009

*For additional information, please contact Aminta Cuellar at the Spanish Catholic Center at (202) 939-2415 or Cecilia Castillo at the Office on Latino Affairs at (202) 671-2824.*



■ **Investigator**—(\$41,923 - \$55,382) with benefits, (salary is based on education and experience). — **Posted:** April 14<sup>th</sup>— **Closing date:** Open until filled. **INTRODUCTION:** The Office of Police Complaints (OPC) is an independent District of Columbia agency that receives, investigates and resolves police misconduct complaints filed by the public against officers of the Metropolitan Police Department and the D.C. Housing Authority's Office of Public Safety. OPC is headed by an executive director and overseen by the Police Complaints Board, a five-member board appointed by the Mayor and confirmed by District of Columbia Council.

OPC is seeking candidates for an investigator position. Under the direction of a supervisor, investigators are responsible for conducting investigations of excessive force, harassment, discrimination, and other types of misconduct allegations.

**DUTIES:** include planning investigations; interviewing and taking statements from complainants, witnesses, and police officers; gathering and analyzing evidence; and writing investigative reports.

**QUALIFICATIONS:** Bachelor's degree, strong writing ability, and excellent interpersonal skills are required. **Applicants with Spanish language skills are strongly encouraged to apply.** Applicants are not required to have prior investigative experience. District residency is preferred, but not mandatory.

**APPLICATIONS:** Please fax a cover letter and resume to (202) 727-7638 or mail to: Investigator Vacancy, Office of Police Complaints, 1400 I Street, NW, Suite 700, Washington, DC 20005. Due to the large volume of applications, OPC will send a letter regarding the status of an application only to those candidates who have been interviewed.

The District of Columbia Government is an 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.

**ADDITIONAL INFORMATION:** For more information about OPC, please visit the agency's website: [www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov)



■ **District Department of the Environment (DDOE)** — Reference: 15806—CS-0303-6 **Energy Program Assistant (Bilingual)**—(\$33,875 - \$44,504)—**Closing date:** Thursday, April 22, 2010. **Tour of Duty:** 8:15am - 4:45pm - Monday – Friday. **Promotion Potential:** No known promotion potential. **Number of Vacancies:** Two (2). **Duration of Appointment:** TERM appointment (not-to-exceed 13 months). Collective Bargaining Unit (Union): This position is in the collective bargaining unit represented by AFGE 3871 and you may be required to pay an agency service fee through direct payroll deduction.

**Brief Description of Duties:** This position is located in the District Department of the Environment (DDOE), Office of Energy (OE), Energy Affordability Division (EAD). The incumbent performs a variety of duties related to Energy Office program activities. Provides assistance in the completion of energy assistance request for financial assistance, etcetera. Answers inquiries about Office of Energy programs or refers inquiry to the appropriate staff member and resolves any conflicts that may arise. Receives and files correspondence, records and reports.

**Basic Requirements:** A High School Diploma or equivalent plus one (1) year of clerical, office, or other relevant experience is required. **Selective Placement Factor #1:** *Fluent in Spanish (speaking, reading and writing)*. **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. **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 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 customer service, the ability to resolve customer issues and answer inquiries effectively in a high paced work environment. **Ranking Factor #2:** Ability to provide intake functions and perform clerical duties such as: scheduling appointments, providing status updates, organizing and filing documents. **Ranking Factor #3:** Ability to effectively communicate both orally and in writing. **Ranking Factor #4:** Ability to use computer software to generate reports, e-mail communication, analyzing data and evaluate project work flow and knowledge of (i.e. Outlook, Word and Excel). (Provide specific experience).

**Working Conditions:** The work is performed in an office which is adequately heated, lighted, and ventilated and in the field. **Physical Effort:** The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objectives such as files, books and reports. The work requires site visits to deliver energy efficiency services, attend meetings and conferences with governments and business' and monitor program activities. **Other Significant Factors:** Incumbent may be required to possess a valid driver's license. Incumbent may be subject to criminal background and traffic record checks, as well as random drug and

alcohol testing. Incumbent may be required to provide 24 hours standby coverage in the event of an environmental emergency. **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.

**Information to Applicants:** *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):** Online at [www.dchr.dc.gov](http://www.dchr.dc.gov) or in person at D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. **Contact Information:** All inquiries related to employment and job applications should be directed to Talisha Pitt at (202) 727-3614.

**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. Reasonable accommodations are available to qualified employees or qualified employees or qualified applicants with disabilities upon request. **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. **Closing Statement:** Applicants will only be notified if an interview is granted.



■ **Department of Human Services**—Income Maintenance Administration—CS-187-5 **Social Service Representative** (\$30,577 - \$40,153)—Promotion potential; CS-9. **Number of Vacancies: Several**—Open to General Public—This position is in the collective bargaining unit represented by Local Union AFSCME#2401 and you may be required to pay an agency service fee through direct payroll deduction—**Brief Description of Duties:** Positions are located in one of the service centers within the Division of Program Operations, Income Maintenance Administration (IMA). Applies policies, procedures and guides in selected cases of limited difficulty, and recommends actions to authorize, revise, continue, or discontinue financial assistance and other services. Assists in interviewing customers in person or by telephone in order to obtain verification of the evidences of need and eligibility presented by the customer. Inputs and maintains customer information required for all public assistance programs in the appropriate data management systems. Operates equipment such as personal computers, calculators and telecommunication equipment.

**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 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:** Demonstrated ability to conduct interviews to collect pertinent information and facts from customers. **Ranking Factor #2:** Demonstrated ability to prepare clear concise personal histories and factual reports. **Ranking Factor #3:** Demonstrated knowledge and ability to operate a computer and accurately enter data into various software formats.

**How to Apply/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. Contact Information: All inquiries related to employment and job applications 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.

**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.



■ **KV-Department of Motor Vehicles**— Reference: 15781/MS-0963-11—  
**Supervisory Legal Instrument Examiner** (\$56,740 - \$ 79,436)—Opening Date: April 5, 2010—**Closing Date:** Open until Filled—**Screening Date:** May 5, 2010—**Tour of Duty:** Rotating Shifts—**Number of Vacancies:** One (1) —**Agency:** KV - Department of Motor Vehicles, 95 M Street, SW. **Duration of Appointment:** MANAGEMENT SUPERVISORY SERVICE "AT WILL."

**Brief Description of Duties:** This position is located within the Service Centers or Adjudication operation of the department. The incumbent will work in a matrixed organization and be cross trained in the functions of each administration. The administrations consist of functions involving vehicle titling, vehicle registration, driver's licensing and identification and ticket hearing support. The incumbent serves as the primary point of contact between front-line employees and management, with primary responsibility for ensuring the integrity, effectiveness and efficiency of the quality of customer services activities and staff at the customer service facilities. The incumbent will be working in stressful environments where superior customer service skills will be utilized.

**Selective Placement Factor(s):** Please respond to the following selective placement factor(s) by either typing directly into the free form area provided or by pasting from a text document.

**Selective Placement Factor #1:** Demonstrated skill and experience in utilizing supervisory and/or leadership skills in a matrix organization and/or team based environment. **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.

**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:** Comprehensive knowledge of, and skill in interpreting governing laws, regulations and standards. Knowledge of, and skill in applying, comprehensive legal regulations, techniques, and procedures that are not readily understood. Examples include knowledge related to licensing, driver support services, titling, registration,

administrative hearings and hearing support. **Ranking Factor #2:** Knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. **Ranking Factor #3:** Superior customer service skills and accustomed to working in an environment where customers' needs determine workflow and processes. Ability to function in a fast-paced, customer-focused, stressful environment using flexibility, humor and "out-of-box" thinking and strategies. **Ranking Factor #4:** Knowledge of, and skill in applying data analysis and other techniques to improve processes and procedures and solve problems. **Ranking Factor #5:** Skill in using both oral and written communications to resolve complex technical and public relation problems. Ability in establishing strong working relationship with management in recommending and implementing solutions to resolve customer service issues. **Other Significant Factors:** *Bilingual candidates with effective oral communication skills are encouraged to apply.* **Other Significant Factors (At-Will):** At-will employment applies to the Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause. **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.

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**Information to Applicants:** 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.

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origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

## COMMUNITY ANNOUNCEMENTS



■ **Are you Hispanic or Latina? 21 years or older? Live in the Washington Metropolitan Area?** : Researchers at Georgetown University invite you to participate in a 30-minute interview about Latino values and customs and your health in the U.S. For your time, you will receive a gift card for a local grocery store. If you, or someone you know is interested, please call: Jessika Angulo-Duarte, Phone: 202-687-0062, Email: [jca32@georgetown.edu](mailto:jca32@georgetown.edu). (La entrevista se hará e en español)

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■ **¿Es usted hispana o latina? ¿Mayor de 21 años? ¿Vive en el área metropolitana de Washington?**: Investigadores de la Universidad de Georgetown le invitan a participar en una encuesta sobre los valores y las costumbres culturales y de salud en EE.UU. La encuesta durará aproximadamente 30 minutos. En agradecimiento por su tiempo, recibirá una tarjeta prepagada para compras de supermercado. Si usted o alguien está interesada en participar, por favor llame a: Jessika Angulo-Duarte al: 202.687.0062, o por correo electrónico: [jca32@georgetown.edu](mailto:jca32@georgetown.edu).



■ **¡CONOZCA SUS DERECHOS!**— ¿Qué significa la Ley de Acceso Lingüístico en DC?— ¿Qué hacer cuando lo detengan agentes del orden público?— ¡Venga infórmese y conozca sus Derechos!— ¡Invite a su familia y amigos!— ¡Todo son bienvenidos! SÁBADO, 17 de abril de 2010, 12:00PM —2:00PM en la Escuela Primaria Bruce-Monroe, 3560 Warder St. NE, Washington DC 20001 (En el cruce de la calle Newton y Warder, a dos cuadras al Este de Georgia Ave.) Si tiene preguntas, llame por favor a Danny al 202.687.8868.



■ **Are you looking for employees for your businesses or at home?**—*The Spanish Catholic Center of Catholic Charities* provides employment services as part of its ministry to the immigrant community of the metropolitan area. There are many **qualified individuals** among the clients who are seeking employment; they are willing workers looking for bilingual clerical jobs, childcare, housekeeping, general construction, gardening, janitorial, restaurant services, and more. There is no charge for employers who wish to use our service to find workers.

If you are interested or would like more information please **contact us** in the Employment Program, via e-mail at: [workersnow@yahoo.com](mailto:workersnow@yahoo.com) or by telephone/fax: (202) 939-2415/Fax: 202-667-0628.



■ **Programa de Aprendiz en la Construcción y Edificaciones**

**Verdes**— ¡Obtenga nuevas habilidades para trabajo en el 2010!: Temas en la Construcción Ecológica (Green Building): •Solar Panel (Fotovoltaica) •Viviendas Sustentable y Eficiente (*Weatherization*) •Electricidad Básica Residencial •Entrenamiento Especializados (Tratamiento del Plomo y OSHA -10, *First Aid*-CPR-Primeros auxilios)

**Requisitos:** Residentes de MD y DC (prueba de dirección), hombres y mujeres son elegibles, Ingles Básico. **Para inscripciones llame a los siguientes números:** (202) 939-2426/939-2427— **¡Inscríbese inmediatamente, el cupo es limitado hasta agosto 2010!**



■ ¿Es residente del Distrito de Columbia? Venga e inscríbese en las

clases de **Entrenamiento en Mantenimiento de Edificios**— ¡Entrenamiento Completamente



Gratis! Aprenda sobre mantenimiento básico de edificios, carpintería, pintura, plomería, electricidad, aire acondicionado-calefacción, asistencia en la elaboración de Hoja de Vida (CV/Resume). Las clases se ofrecen en español por instructores con amplio conocimiento en mantenimiento y administración de edificios.

El curso dura 8 semanas todos los **sábados y domingos del 17 de abril – 13 de junio de 2010**. **Horario de Sábados:** 9:00AM – 3:00PM **Horario de Domingos:** 10:00AM – 3:00PM Lugar: *Catholic Charities*, 924 G Street, NW, Washington DC 20001. Para obtener más información, comuníquese al (202) 772-4307 (Ms. Whitney), o al (301) 254-9928 (Juan).

*Este programa ha sido financiado por la Oficina del Alcalde para Asuntos Latinos.*



■ **One Day Left to Mail back the Census Form** - This is it! Fill out and mail back your census form TODAY! Mail back your Census form or **complete it via telephone** by calling 1-866-872-6868 (English) or 1-866-928-2010 (Spanish) - **until April 17, 2010**.

**Everyone residing in the United States** should complete a Census Questionnaire including citizens, *diplomatic* personnel, new born, the elderly, *undocumented* people, etc. The Census is a count of everyone in the United States.

**What does the Census mean for you?** Affordable housing, senior programs, new schools, transportation, fire departments in your neighborhood, clinics, hospitals, roads, new businesses in your neighborhood, political power, congressional representation in your community, a new stop light/sign in your block and it goes on. It will determine where billions of dollars will be spent over the next 10 years. The Census tells the Congress, Governors, and city planners how to allocate funds within the states and communities.

**Mail back your 2010 Census form and help save taxpayer money:**

- For every 1 percent increase in the national participation rate by mail, the Census Bureau can **save taxpayers \$85 million** by not having to send census takers door to door to households that failed to return their census forms.

- It costs \$.42 for people to mail back their form, compared to \$57 for census takers to visit each home.

**If you do not mail back** your census form, a census taker will visit your home in person to ensure that we accurately count each person in the country.

- Census takers are your neighbors – people from your community, hired by the Census Bureau, to go door-to-door and collect census information from residents that have not sent back their 2010 Census forms. Please cooperate with the census takers to ensure an accurate count of your community.

A census taker will visit your home up to six times, each time leaving a door hanger. The door hanger has a phone number on it that you can call to schedule a visit and be counted.



Carlos Rosario International Public Charter School

### **Nurse Aide Training Day**

*Come and learn about our Nurse Aide Training classes!*

Wednesday, April 21, 2010

10:00-11:30AM or 7:00-8:30PM

Students with an interest in health and who have successfully completed English as a Second Language (ESL) Level 7 or demonstrate the equivalent English Language proficiency are welcome to attend.

Information session attendance is mandatory for all interested applicants. All information sessions will be held in the auditorium. Morning: 10:00AM - 11:30AM. Evening: 7:00PM - 8:30PM. This session will provide applicants the opportunity to learn more about the Carlos Rosario culinary arts program and the hospitality industry.

Classes are open to Washington, DC residents, but a picture ID is needed to ensure access into the building. For more information, call 202-797-4700, ext. 125 or send an email to: [workforce@carlosrosario.org](mailto:workforce@carlosrosario.org).

Please click on the web link below to download the Nurse Aide Training Day flyer: [http://carlosrosario.org/workforce/NAT\\_Flyer.pdf](http://carlosrosario.org/workforce/NAT_Flyer.pdf)

For more information about class requirements, click the link below: <http://carlosrosario.org/studentinfo/courses/nurseaide.html>



■ **Multicultural Community Service (MCS) Community Interpreter Training Program**—Are you bilingual? Do you interpret or translate for family and friends? Do you already have interpreting skills and want to make it your profession? If so, this program is for you! The Multicultural Community Service Community Interpreter Training Program—**What is covered in the classes?:** Types of interpretation, short-term memory development drills and public speaking drills, ethics of interpreting, interpreting skills, culture's role, note-taking, and role playing exercises. **What does the training program include?:** 60 hour intensive interpreter training program, a required 10-hour assigned internship, certificate of completion for 70 hours of the Community Interpreter Training Program, Benefit of referrals by the MCS Language Service Program and freelancing opportunities. **When and Where?:** May 17<sup>th</sup> 2010 to June 17<sup>th</sup>, 2010—

3 nights per week with one Saturday session (TBD), 5:30PM – 9:00PM in Washington, DC (location TBD). Program costs and scholarship opportunities described on application form. **To apply:** Request an application for by contacting Rosa Carrillo at (202) 299-9477 or [rcarrillo@mcsdc.org](mailto:rcarrillo@mcsdc.org) You can also email your resume to Rosa Carrillo at [rcarrillo@mcsdc.org](mailto:rcarrillo@mcsdc.org), or fax your resume to (202) 299-9207. [To apply, click here!](#)

*The MCS Community Interpreter Training Program is partially funded by the DC Mayor's Office on Latino Affairs (OLA)*



■ **Office of Planning Announces the Release of *INDICES 2009***—The Office of Planning released the 14th edition of *INDICES*. The DC government publishes *INDICES - A Statistical Index of District of Columbia Government Services*, every two years. The primary purpose of *INDICES* is to provide a snapshot of District of Columbia government operations. The snapshot contains data quantifying human and physical services delivered, legislative activities and a general profile of the District. *INDICES* is developed to satisfy seven basic information needs, which are: to provide statistical summaries of services delivered by agencies; to provide a comprehensive overview of government activities; to provide information that is accessible to the reader in format and content; to provide information to facilitate the identification of trends; to provide a holistic picture of a service where there may be a number of different providers; to continue delivery of a branded product; and to create synergy between electronic and non-electronic products.

Departments and agencies of the District government provided information for *INDICES*. The staff of the Office of Planning/State Data Center collaborated with all entities to identify and present information that helps government agencies, residents, students, researchers, businesses and non-profit organizations gain insight into the range of services offered by the District. Most of the data contained in this edition were collected in calendar years 2005 through 2008. This reference book is organized into 10 chapters, covering such topics as government finance, economic development, human services, District-wide and neighborhood planning, community services, education, public safety, real estate services and housing trends. The Office of Planning continues to keep you informed and updated on data and services. Please add this reference to your library. For the most recent publication, select the link below.

- [\*INDICES 2009: A Statistical Index of District of Columbia Services\*](#)

For information on the *INDICES* or to contact the State Data Center, call the Office of Planning at (202) 442-7600.