

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

December 1st, 2010 – December 15th, 2010



1º de diciembre de 2010 – 15 de diciembre de 2010

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

JOB ANNOUNCEMENTS



■ 16007 — MSS-301-15 — [Department](#)

[of Employment Services](#) — **Assoc. Director**

Unemployment Compensation (Salary Range: \$98,285.00 - \$137,599.00) — **Location:** 609 H Street N.E. — **Closing Date:** Open Until Filled — **Duration of Appointment:** Management Supervisory Service "At-Will" — **Collective bargaining Unit:** This position is not in a collective bargaining unit.

Brief Description of Duties: This position is located in the Department of Employment Services, Workforce Development Bureau, Office of Unemployment Compensation (OUC). The incumbent serves as Associate Director and functions as the primary advisor to the Deputy Director for Workforce Development and senior management team on all administrative and programmatic matters. Responsible for planning, organizing, directing, implementing, and coordinating the District of Columbia's Unemployment Insurance Program. Formulates, develops, promulgates and executes relative policies, rules, regulations, resolutions and standards. Develops legislation to improve the District Unemployment Compensation Act. Formulates standards for the operation of the OUC to insure

conformity with the Social Security Act and various other federal acts and standards relating to unemployment compensation and other federal requirements. Incumbent provides managerial oversight and operational coordination of OUC professionals, paraprofessionals, technical and administrative personnel engaged in the disbursement of benefits to claimants who qualify for unemployment insurance payments. Provides technical advice and interpretation of policy and procedural guidelines. Monitors and facilitates work results through staff meetings, conferences, technical reports and program reviews. Represents the OUC before relevant local and federal legislative, executive and judicial bodies and offices, as well as local, regional and national meetings and conferences.

Qualifications: 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.

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 knowledge of the principles of project management, public and business administration and the application of these principles in government.

Ranking Factor #2: Knowledge and experience interpreting District and federal laws, rules, codes and regulations governing employment/unemployment taxes/unemployment benefits programs and services.

Ranking Factor #3: Demonstrated experience and knowledge drafting legislation and developing regulatory standards.

Ranking Factor #4: Demonstrated ability to clearly and concisely communicate complex concepts and ideas verbally and in writing.

Ranking Factor #5: Demonstrated managerial and supervisory skills and ability to direct the work and administrative activities of a staff of managers, supervisors, specialist, technicians and clerical personnel.

Conditions of Employment: 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.

Employment Benefits: This is a Management Supervisory Service "At-Will" appointment. 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 DC government employees must submit the District of Columbia Application [DC 2000](#). All applicants are encouraged to apply on-line at www.dchr.dc.gov.

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.

Contact Information: All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700.

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.

Closing Statement: This position may be subject to criminal background and/or traffic record checks, as well as random drug and alcohol testing pursuant to DC Act 15-630. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.

Job Offers: Official Job Offers are made by the Department of Employment Services, Human Resources Unit Only.



■ 17004—MS-685-13—Department of Health — **Supervisory Public Health Analyst** (Salary Range: \$76,996 - \$107,794)—**Location:** 825 N. Capitol Street NE—**Closing Date:** December 14, 2010—**Promotional Potential:** No known promotional potential—**Duration of appointment:** Management Supervisory Services (At Will)—**Area of Consideration:** Open to the General Public—This position is not in a collective bargaining unit.

Brief Description of Duties: This position is located in the Department of Health, Health Emergency, Preparedness, Response Administration. The incumbent serves as a Supervisory Public Health Analyst and is responsible for ensuring the development and implementation of emergency preparedness strategic planning for DC Department of Health (DOH). Leads the SNS related response program including the planning, integration, execution and recovery from incidents requiring use of the Strategic National Stockpile, the Cities Readiness Initiative, and the CHEMPAK rapid response programs. Collaborate with all DOH administrations and appropriate outside agencies including Emergency Management Agency, Police Department, Fire/EMS Department, DC Hospital Association, DC Primary Care Association, and Metropolitan Washington Council of Governments (COG). Develops work plans, goals, and objectives for employees assigned within supervisory area of responsibility. Monitors and supervises activities of SNS staff to develop strategies to conceptualize and evaluate program initiatives and projects, which address areas of responsibility.

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. **Basic Requirements:** Major Study public health or other field of study with course work directly related to the work of the position to be filled.

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: Experience in public health emergency planning, response and mitigation, specifically in the field of Bioterrorism.

Ranking Factor #2: Experience and knowledge of CDC's Strategic National Stockpile program including Cities Readiness Initiative and CHEMPAK.

Ranking Factor #3: Knowledge and ability to apply professional skills to a range of emergency situations during regular drills and exercises, as well as designing, implementing and participating in regional drills and tabletop exercises.

Ranking Factor #4: Knowledge of program management policies and concepts regarding public health preparedness; and ability to analyze and develop recommendations and support policy development for improving program operations and objectives.

Ranking Factor #5: Ability to communicate both, orally and in writing, specifically report writing and other technical documents.

Conditions of Employment 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.

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.

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. **Other Information:** This position may be subject to criminal background and/or traffic record checks, as well as random drug and alcohol testing pursuant to DC Act 15-630.

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.

How 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.

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 related to employment and job applications should be directed to HR Answers at (202) 442-9700. **Job Offers:** Official Job Offers are made by the Department of Health, Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.



■ **La Clínica del Pueblo (LCPD), Mental Health and Substance Abuse Department Director-Bilingual. Full Time. Salary Range:** \$59,273-\$68,164 (depending upon experience). **Closing date:** Open Until Filled (Interviews Ongoing).

Position emphasis: The Mental and Substance Abuse (MH&SA) Department Director will oversee the mental health and substance abuse department to ensure that efficient and quality health care services are provided. Responsible for the direction, administration, and supervision of all facets of the department.

Minimum Education Requirements: Masters degree in psychology, social work, counseling or a related field. **Minimum qualifications:** Licensed mental health provider in the District of Columbia, preferred. Minimum two year managerial experience in a mental health or substance abuse program, required. Five years experience of direct service provision in a mental health and/or substance abuse services, experience with Latinos and/or immigrants preferred. Ability to work with individuals from a wide variety of racial, cultural, and socioeconomic backgrounds. Requires strong managerial skills, including personnel supervision, budgeting, and program management. Experience managing a mental health practice preferred, including managements of third-party reimbursement systems. MS office or equivalent computer experience. **Bilingual-Spanish and English.**

Application Procedure: Interested candidates should send cover letter and resume to: djohnson@LCPD.org or **Fax** to: (202) 332-0085. Visit our web site: www.lcpd.org



■ **Spanish Education Development Center. ESL Instructors.** SED, a private non-profit organization is seeking **part-time** instructors for it weeknight and weekends classes in NW, DC. **For more information** please call Lanita Russell at (202) 722-4404 or email to lanitarussell@sedcenter.org



■ **Academy of Hope—Internet and Computing Core Certification (IC3 Instructor)—Part Time Contractor—Supervisor:** Pathways and Online Learning Manager

Academy of Hope is looking to hire a contract instructor to teach a **twelve-week IC3 preparation class** to adult learners. The instructor is responsible for developing and teaching a course preparing adult learners to take and pass the IC3 (Internet and Computing Core Certification) exam. Proctoring IC3 exams and practice tests. Regular reporting and communication with AoH staff.

The ideal candidate would be available to teach weekdays during the afternoon/early evening at our Ward 5 site, beginning in January/February. Have experience in teaching computers to adults. Have experience in working with DC's diverse populations

To apply please send resume to jobs@aohdc.org.

More information about the IC3 national certification can be found here:

<http://www.certipoint.com/Portal/desktopdefault.aspx?tabid=229&roleid=102>

COMMUNITY ANNOUNCEMENTS



■ **Oficina del Alcalde para Asuntos Latinos/DC Jobs with Justice** le invitan a participar en la sesión informativa sobre **Cómo Combatir el Robo de Pago** y la ley de hora y pago en DC/Los derechos del trabajador.

¿Sabía que la mayoría de los trabajadores en nuestra comunidad han sido víctimas de robo en su pago o salario? ¿Sabe cómo ayudarles? OLA y DC Jobs with Justice le invitan a una **sesión informativa** sobre este tema para brindarle información sobre:

- Ley de hora y pago en DC/Los derechos del trabajador
- Recursos gubernamentales para recuperar sueldos robados
- Recursos comunitarios e información sobre como referir a sus clientes a estos recursos
- ¿Qué se puede hacer para mejorar esta situación?

¡Venga, infórmese, conozca a sus colegas y disfrute de ricos refrigerios mientras aprende sobre cómo mejorar los servicios que ofrece a la comunidad Latina!

La sesión se dará en español con interpretación en inglés
Miércoles 8 de diciembre
2:30p.m. a las 4:00p.m.
Salón Comunitario
Reeves Municipal Center
2000 Calle 14, NW, 2o Piso

Para obtener más información llame a la Oficina para Asuntos Latinos al (202) 671-2825.



■ **Oficina del Alcalde para Asuntos Latinos/DC Jobs with Justice—How to Fight Wage Theft—D C's Wage and Hour Regulations / Worker's Rights.**

Did you know a large proportion of the Latino workforce in DC has experienced wage theft at least once in their lives? Do you know how to help them?

OLA and DC Jobs with Justice would like to invite to attend a roundtable discussion about this topic and provide you information about:

- DC's Wage and Hour Regulations/Worker's Rights
- Government Resources for recovering stolen wages
- Community-Based resources
- How to refer clients to these resources
- What you can do to improve the current situation

The session will be conducted in Spanish with English interpretation.

Wednesday, December 8th
2:30 PM - 4:00 PM
Reeves Municipal Center,
2nd Floor Community Room
200014th St, NW Washington, DC

For more information call OLA at (202) 671-2825.



■ [GALA](#)—Flamenco

Aparicio Dance Company. ¡Celebrando el 35° Aniversario de GALA!—Alma Flamenca con el bailarín internacional de flamenco Edwin Aparicio y la artista invitada especial Nélica Tirado, del espectáculo Riverdance en Broadway. El día 4 de diciembre a las 8 p.m. y 5 de diciembre a las 3 p.m. [Boletos](#): \$30 regular, \$18 estudiante y personas de mayor de edad.

Guillermo Gómez-Pena and Reverent Billy. ¡El estreno mundial de una confrontación interreligiosa! Las dos Iglesias. Los días 10 y 11 de diciembre de 2010 a las 8:00 p.m. [Boletos](#): \$20 regular, \$18 estudiante y mayor de edad, \$15 grupo. Llame 202.234.7174 o visítenos en www.galatheatre.org.

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■ [GALA](#)—Flamenco

Aparicio Dance Company—Celebrating GALA's 35th Anniversary! Alma Flamenca featuring international flamenco dancer Edwin Aparicio and special guest artist Nélica Tirado from Broadway's Riverdance December 4th at 8pm and December 5 at 3 pm. Tickets: \$30 Regular, \$18 student & Seniors.

Guillermo Gómez-Pena and Reverent Billy. A world premiere interfaith wrestling match! The Two Churches. Dec 10 & 11 at 8 pm. [Tickets](#): \$20 Regular, \$18 Student & Senior, \$15 Group.

Tickets are going fast-- get yours today! Call 202.234.7174 or visit www.galatheatre.org



DIALOGUE ON DIVERSITY

■ [Dialogue on](#)

[Diversity](#) with sponsors Kaiser Permanente and Supporting Organizations present the **2010 Holiday Fair**

and Children's Gift Collection—Friday, December 10, 2010 at 11:00am-3:00pm. **Location:** Josephine Butler Parks Center at 2437 Fifteenth St, NW, Washington, DC Bring a toy for a child (ages 4-12) as your ticket for admission. Gifts should be of \$10 or more in value.

Agenda: Arrival and name tag pick up at 11am. Introduction of sponsor and organizations, along with performances by children at 11:30am. Lunch at 12:30pm. Arrival of Santa Claus and entertainment at 1:00pm. Distribution of toys to participating community organizations at 1:30pm. Final songs and thanks at 2:00pm.



■ [The Hispanic College](#)

[Fund](#)—NASA Internships, Fellowships And Scholarships. **Students may apply until Feb. 1, 2011.**

As a partner of NASA's One Stop Shopping Initiative (OSSI) for Internship, Fellowship, and Scholarship Opportunities, the Hispanic College Fund announces the opening of applications until Feb.1, 2010. The OSSI LaunchPad at <http://scholarships.hispanicfund.org> will lead students to the Student On-Line Application for Recruiting (SOLAR) system, which provides the ability to search and apply for up to 15 NASA internship, fellowship and scholarship opportunities. A student's completed application places him or her in the applicant pool for consideration by mentors. Undergraduate and graduate students interested in science, technology, engineering or mathematics are especially encouraged to apply, but opportunities for students in other disciplines are also available.

To be eligible for the program, students must fulfill the following requirements: Be a U.S. citizen, permanent resident, or have graduated from high school in the U.S. after attending at least 3 years. At the time the opportunity begins, students must be accepted / enrolled full-time in an accredited junior college, four-year college or university. Grade Point Average must be 2.8 or higher.



■ [MidAtlantic Public Health](#)

[Training Center](#)—Understanding the Impact of Domestic Violence among Teens and Adults—Register Now! **Date:** December 8, 2010. **Time:** 4:00 – 6:00 PM. **Location:** [Marvin Center @ George Washington University](#), 300 21st Street Room 301, Washington DC

(Accessible from Farragut North and Foggy Bottom Metro Stops).

Speakers: [Amelia Cobb, MPH](#), [Karen McDonnell, PhD](#) and [Elizabeth Reed, PhD](#)

Learning Objectives: Understanding prevalence and risk factors for intimate partner violence. Understand risk factors for and mechanisms involved in teen dating violence. Learn approaches and ways to address teen dating violence among clients

2 CHES and NASW CEUs available for \$10 by CHECK

Register online at:

http://www.jhsph.edu/maphtc/training_events/events_calendar.html

Select the registration link in "Event Calendars" **First timers need to register AND choose the program**

Please call: 443-287-7833 or email us with questions – maphtc@jhsph.edu



Para más información, comuníquese con Karla Fuentes al 202-671-2825. ■ ¡Únete a nuestro esfuerzo! Dona un juguete nuevo, sin envolver y regala una sonrisa en esta navidad—

Sábado 4 de diciembre
11:00a.m. - 4:00p.m.
Haydee's Restaurant
3102 de la calle *Mount Pleasant* NW

Para más información, comuníquese con Karla Fuentes al 202-671-2825.



Executive Office of the Mayor
Office on Latino Affairs ■ Join Our Effort!
Donate a new, unwrapped toy this Christmas... give away a smile!

Saturday, December 4th, 2010-
11:00AM - 4:00PM
Haydee's Restaurant,
3102 Mount Pleasant St NW

Donate a new, unwrapped toy this Christmas, give away a smile.

For more information call Karla Fuentes at (202) 671-2825.

Don't forget to follow us on 