

## Diego Munoz

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**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Tuesday, March 31, 2009 1:11 PM  
**To:** undisclosed-recipients:  
**Subject:** [advocacygroup] Job opportunities  
**Attachments:** ATT00098.txt

The most erroneous stories are those we think we know best - and therefore never scrutinize or question.

### [Stephen Jay Gould](#)

*US author, naturalist, paleontologist, & popularizer of science (1941 - 2002)*

#### **POSITION DESCRIPTION: Mujer Sana Program Coordinator**

This is a 40-hour per week contract position at El Pueblo, Inc. beginning April 1<sup>st</sup>, and ending March 31<sup>st</sup>, 2010.

El Pueblo, Inc. is developing a new program focusing on the prevention and early detection of gynecological cancers. This program, Mujer Sana, is being modeled after our Comunidad Sana Program - focusing on Latino Breast Cancer Education and Early Detection, which has been funded by the Susan G. Komen for the Cure for the past four years.

Mujer Sana targets new immigrant Latinas living in the expanded Triangle area through culturally and linguistically-appropriate comprehensive efforts raising gynecological cancer awareness and highlighting the importance of early detection. These comprehensive efforts include education and outreach, focused media campaigns, and training of health and human service providers and those coming in contact with Latinas in diverse settings. To respond to community needs, this program has increasingly focused on referring Latinas to screening and diagnostic services. Through Mujer Sana, El Pueblo, Inc. will reach Latinas living in 13-counties of the expanded Triangle. **This position is funded by GlaxoSmithKline for one year.**

#### **SPECIFIC RESPONSIBILITIES:**

##### **Mujer Sana Educational Campaign:**

- Conducting workshops, in Spanish, across the 13 county area;
- Attending educational community fairs/festivals to promote awareness;
- Developing culturally and linguistically-appropriate educational and marketing material for community presentations and for El Pueblo's web resources;
- Coordinating breast-health activities at El Pueblo's annual La Fiesta del Pueblo and Latino Issues Forum;
- Providing training and technical assistance to agencies and providers on Comunidad Sana campaign issues;
- Assisting with writing reports required for the contract;
- Recruiting and cultivating year-round volunteers, especially for La Fiesta del Pueblo.

##### **Organizational Duties:**

- Working closely with the Director of Health Programs and all other El Pueblo staff and volunteers; and

- Collaborating with other office duties as needed.

**CHARACTERISTICS AND QUALIFICATIONS:**

- Proven bilingual skills (English and Spanish) both oral and written.
- Experience and knowledge of non-profit organizations' operations and functions.
- Excellent written and oral communication skills, with an ability to interact with diverse groups of stakeholders, including the community, funders, staff, and volunteers.
- Excellent interpersonal skills.
- Ability to manage multiple tasks.
- Motivated self-starter.
- A strong commitment to El Pueblo's mission, purpose, and values.
- Strong computer skills, including MS Office programs. Interest in improving computer skills.
- NC Driver's license and available vehicle to travel throughout the state.

Please submit resume and cover letter in English and Spanish by April 1<sup>st</sup>, 2009 to [florence@elpueblo.org](mailto:florence@elpueblo.org). Please write: Mujer Sana Application in subject line.

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North Carolina Society of Hispanic Professionals

**APPLICATION FOR EMPLOYMENT**

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**INSTRUCTIONS TO APPLICANTS**

**TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.**

**WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU COMPLETE THE SECTION FOR EQUAL OPPORTUNITY INFORMATION.**

GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY ("SEE RESUME" IS NOT ACCEPTABLE).

LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.

CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT US AT:**

NORTH CAROLINA SOCIETY OF HISPANIC PROFESSIONALS  
8450 CHAPEL HILL ROAD, SUITE 209  
CARY, NC 27513  
(919) 467-8424  
(919) 469-1785 (FAX)  
E-MAIL: [www.thencshp.org](http://www.thencshp.org)

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**APPLICATION FOR EMPLOYMENT**  
**(SSN Voluntary, for Record Keeping and Data Processing Only)**

**NC Society of Hisp  
Professionals**

Social Security Number		Last Name		First Name	
Address (Street number and name)				City	
State		Zip Code	Phone (Home or where you can be reached)		Busi

**Military Service**

Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training? YES NO

Give dates of your (or spouse's) qualifying active military service:

Entered: \_\_\_\_\_ Separated: \_\_\_\_\_ Branch: \_\_\_\_\_ Rank \_\_\_\_\_

Are you a member of the Military Reserves? YES NO Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

CHECK the types of work you will accept: 1. Permanent full-time 2. Permanent part-time 3. Temporary full  
5. Any of the preceding 6. Work involving Travel

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.) \_\_\_\_\_

**Jobs Applied For**

Enter below the specific title of the job for which you are applying.

1.

**Referral Source**

Please indicate your referral source: \_\_\_\_\_

**Education**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3

Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools	Name and Location	Dates Attended (mo/yr)		Grad?	S/Q Hrs.	Maj Wor
		From:	To:			
High School				YES NO		
College(s) University (s)				YES NO		
Graduate or Professional				YES NO		
Other educational, vocational school, internships, etc.				YES NO		

Special training programs and seminars you have completed in the last five years (list):

Current professional status: (List fields of work for which you have been registered)

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Membership in professional, honorary, or technical societies (list):

**DO NOT COMPLETE IF  
DEGREES AND PROFI**  
Have been verific  
Will be verified w  
Person Responsible:

**Licenses and certifications (List, giving dates and sources of issuance):**

**SKILLS**

CHECK the following skills, experiences, etc., which you have:

Driver's License _____ Number State _____ Chauffeur's License _____ Number State _____ Car for use at work _____	Sign Language _____ Foreign language (specify) _____ Adding Machine/calculator _____ Typing (specify WPM) _____ Shorthand/speedwriting (specify WPM) _____	Lega Medi Brail Word Oth
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Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean how recently you were convicted will be evaluated in relation to the job for which you are applying.) YES NO (If y sheet.)

**WORK HISTORY** (include volunteer experience) Use Additional Sheets if Necessary

Current or Last Employer:		Address:	
Job Title:		Supervisor's Name	Telephone Number
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving
Date Separated (mo/yr)  Full Time    Years    Months  Part Time    Years    Months  If part time, number of hours worked per week:	List major duties in order of their importance in the job:		
Employer:		Address:	
Job Title:		Supervisor's Name	Telephone Number
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving
Date Separated (mo/yr)  Full Time    Years    Months  Part Time    Years    Months  If part time, number of hours worked per week:	List major duties in order of their importance in the job:		
Employer:		Address:	
Job Title:		Supervisor's Name	Telephone Number
Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving
Date Separated (mo/yr)			

Full Time    Years    Months	List major duties in order of their importance in the job:
Part Time    Years    Months	
If part time, number of hours worked per week:	

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event of my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever qualifications. I authorize investigation of all statements made in this application and understand that false information or other relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and I understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant (unsigned applications will not be processed)	Date
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## Application for Employment

<b>NCSHP</b> An Equal Opportunity/Affirmative Action Employer	Social Security Number	La
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Employer:	Address:		
Job Title:	Supervisor's Name	Telephone Number	
Date Employed (mo/yr)	Starting Salary \$        per	Ending Salary \$        per	Reason for Leaving

Date Separated (mo/yr)	List major duties in order of their importance in the job:		
Full Time    Years    Months			
Part Time    Years    Months			
If part time, number of hours worked per week:			

Employer:	Address:		
Job Title:	Supervisor's Name	Telephone Number	
Date Employed (mo/yr)	Starting Salary \$        per	Ending or Current Salary \$        per	Reason for Leaving

Date Separated (mo/yr)	List major duties in order of their importance in the job:		
Full Time    Years    Months			
Part Time    Years    Months			
If part time, number of hours worked per week:			

Employer:	Address:		
Job Title:	Supervisor's Name	Telephone Number	

Date Employed (mo/yr)	Starting Salary \$ per	Ending or Current Salary \$ per	Reason for Leaving
Date Separated (mo/yr)	List major duties in order of their importance in the job:		
Full Time    Years    Months			
Part Time    Years    Months			
If part time, number of hours worked per week:			
I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event of my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever documents and qualifications. I authorize investigation of all statements made in this application and understand that false information or documents that are relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and that such dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.			
Signature of Applicant (unsigned applications will not be processed)			

**ANNOUNCEMENT OF POSITION VACANCY**

**DAVIDSON COUNTY HEALTH DEPARTMENT  
P.O. Box 439  
Lexington, North Carolina 27293**

POSITION TITLE:        Social Worker II

SALARY RANGE:        \$35,220.68 – 52,831.03

LOCATION:                Davidson County Health Department

**DESCRIPTION OF DUTIES:** Will be a member of the Maternal-Child Health team providing Child Service Coordination services. Will provide case management, including a wide range of social and counseling type services to families with children less than 5 years old. Will complete assessment and develop a plan of care with client and will monitor client's progress through telephonic, office or home visits at least on a monthly basis..

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited school of social work; or four-year degree in a human services field from an accredited college/university and one year directly related experience; or four-year degree from an accredited college/university and two years directly related experience. (Directly related experience is defined as human services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning.) All degrees must be from appropriately accredited institutions. Copies of all college transcripts should be submitted with application.

**SPECIAL REQUIREMENTS:** Knowledge of human behavior and development and the needs and problems of pregnant women, children and their families. Knowledge of community resources. Ability to assess situations and make independent decisions. Ability to function as part of a team that develops plans, coordinates services and works together toward common goals. Ability to utilize a personal computer and an integrated software system is required. Must have a valid drivers license and safe driving record. Bilingual skills a plus.

**PHYSICAL REQUIREMENTS:** Should be able to communicate clearly and assess and monitor client's physical, mental and emotional status and document work performed. Should be able to act quickly to protect from unpredictable behavior. Should be mobile to access various environments. Also, requires the ability to operate a motor vehicle.

APPLICATION PROCESS: A state application must be submitted before closing date to:

Kim Frank, R.N., D.O.N.  
 Davidson County Health Department  
 P.O. Box 439  
 Lexington, North Carolina 27293

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until filled

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DAVIDSON COUNTY HIRES WITHOUT RESPECT TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP.

**TO APPLY GO TO USA JOBS**

Title	Pay Plan/Series/Grade	Salary Range	Agency	Location
<a href="#">Criminal Investigator-Special Agent &amp; Special Agent Bilingual</a>	GL-1811-09/09	\$48,179-\$62,166	Department of Treasury/Internal Revenue Service	US-Throughout the Nation
<a href="#">Criminal Investigator-Special Agent &amp; Special Agent Bilingual</a>	GL-1811-05/07	\$37,953-\$54,636	Department of Treasury/Internal Revenue Service	US-Throughout the Nation
<a href="#">INITIAL ASSISTANCE REPRESENTATIVE (IAR)</a>	GS-0303-05/05	\$31,723-\$41,241	Department of Treasury/Internal Revenue Service	US-NC-Durham

My Search Agent: <b>IRS - Inside</b>	<a href="#">View all opportunities</a>   <a href="#">Refine Agent</a>   <a href="#">Disable Agent</a>
	<a href="#">Forgot your username and password?</a>

Title	Pay Plan/Series/Grade	Salary Range	Agency	Location
<a href="#">INITIAL ASSISTANCE REPRESENTATIVE (IAR)</a>	GS-0303-05/05	\$31,723-\$41,241	Department of Treasury/Internal Revenue Service	US-NC-Durham
<a href="#">Secretary (OA)</a>	GS-0318-05/06	\$30,772-\$44,589	Department of Treasury/Internal Revenue Service	US-NC-Greensboro

To see updated results, including all jobs for this agent, or to change your job search agents, just log into [USAJOBS](#) and click on View next to your search agents.

My Search Agent: <b>IRS - Outside</b>	<a href="#">View all opportunities</a>   <a href="#">Refine Agent</a>   <a href="#">Disable Agent</a>
	<a href="#">Forgot your username and password?</a>

Title	Pay Plan/Series/Grade	Salary Range	Agency	Location

<a href="#">Criminal Investigator- Special Agent &amp; Special Agent Bilingual</a>	GL-1811-09/09	\$48,179- \$62,166	Department of Treasury/Internal Revenue Service	US-Throughout the Nation
<a href="#">Criminal Investigator- Special Agent &amp; Special Agent Bilingual</a>	GL-1811-05/07	\$37,953- \$54,636	Department of Treasury/Internal Revenue Service	US-Throughout the Nation

To see updated results, including all jobs for this agent, or to change your job search agents, just log into [USAJOBS](#) and click on View next to your search agents.

## WEED AND SEED

Community Organizer Job Description Local 501(c)3 organization located in Southeast Raleigh is looking for a Community Organizer.

Duties:

- \* To begin baseline research of the selected community target areas, and continue to monitor social change and new social information relevant to community empowerment
- \* To work with the Site Director in identifying and reaching out to community leaders, local churches, and community organizations
- \* To participate in community meetings, visibility events/conferences as needed
- \* To initiate actions aimed at breaking down passivity, apathy and attitudes of the clients that we serve
- \* To assist community members to identify needs and to generate solutions, identifying priority issues and to analyze their problems
- \* To encourage and stimulate community members to organize for action aimed at solving their problems and to plan, implement and monitor action that they define themselves.
- \* To develop trust, tolerance and co-operation among community members
- \* To solicit the programs offered at the agency
- \* To encourage and stimulate full participation by all community members; with special attention to those who are usually forgotten, marginalized and overlooked in community decision making;
- \* To assist the community in obtaining information and knowledge that may be available through governmental and non governmental agencies, through extension and outreach programs
- \* To assist the community members in developing their own capacity and strength
- \* To work with key staff in strategizing and planning community events

Desirable Sills and Qualifications:

\*Bachelors Degree in Social Work, Psychology or a minimum of 3 years equivalent experience \*Experience working with low-income families \*Assertive, Self-starter \*Detail oriented with excellent communication skills and written skills \*Work a flexible schedule to include evenings and weekends as needed \*Ability to network and build collaborations within the community

Compensation:

Part-time 20 hours per week, \$12.00 to \$15.00 per hour based on experience.

No Benefits.

All interested candidates please fax your resume to 919-256-4263 or Email [tscott@passagehome.org](mailto:tscott@passagehome.org). NO PHONE CALLS PLEASE.

## ***NORTH CAROLINA COMMUNITY HEALTH CENTER ASSOCIATION***

March 2009 Please visit: <http://www.ncchca.org/179171.ihtml>

Training Coordinator – Fulltime – Exempt

Reports To: Director of Training & Technical Assistance

**General Statement**

The North Carolina Community Health Center Association (NCCHCA) is a membership organization for federally qualified, non-profit patient-governed health care organizations that provide care to patients regardless of insurance status or geographic isolation. NCCHCA's mission is to promote and support patient-governed health care organizations and the populations they serve. NCCHCA is a busy, team-oriented nonprofit whose services include advocacy, representation, and training and technical assistance in the areas of clinical services, migrant/seasonal farmworker health, finance and operations, and creation and expansion of facilities. NCCHCA's strategy incorporates peer workgroups, training and technical assistance (T/TA) programs, and resource development for personnel engaged in the delivery of primary health care services.

The Training Coordinator works under the supervision of the Director of Training & Technical Assistance to plan, market, coordinate, evaluate, and manage the delivery of conferences and trainings provided by NCCHCA. The Training Coordinator works with other NCCHCA staff to coordinate content, resources, and facilitators. This position implements a process of evaluation and continuous quality improvement for T/TA services provided by the Association.

Candidates for the position of Training Coordinator must be self-motivated, possess the ability to manage multiple tasks, carry a heavy workload, and travel. The Training Coordinator works across the entire organization with all staff responsible for workgroups, trainings, conferences, and technical assistance to health centers. The ideal candidate will be able to conduct detailed qualitative and quantitative evaluation of programs and services, and have excellent internal and external customer service skills. The Training Coordinator will be expected to work a full-time work schedule encompassing the full workday and some evenings and weekends.

**Duties and Responsibilities**

- Coordinating the logistics, personnel, materials and other resources for conferences and trainings.
- Creating survey instruments, compiling data and analyzing results.
- Managing conference and training registration
- Maintaining an updated database of conference and training participants and marketing contacts.
- Facilitating the acquisition and processing of continuing education credits for program participants.
- Hosting on-line and tele-conference training programs presented by Association staff, consultants, and external resources.
- Compiling the proceedings of trainings and conference calls to create documents, manuals, web-pages, and on-line resource directories.
- Evaluating the quality and effectiveness of training and technical assistance (T/TA) services provided by the Association.
- Developing and reporting content, statistical summaries, and evaluation results of T/TA services
- Promoting and marketing NCCHCA conferences and trainings through statewide and national networks of CHC and safety-net organizations.
- Developing and posting content to the NCCHCA website and Knowledge Base
- Writing articles for the NCCHCA newsletter and other publications.

**Minimum Qualifications**

1. Bachelor's degree in public health, health education, education, psychology or related field.
2. One year of experience in public health, health education or related field. Experience working in community health centers is preferred.
3. Ability to evaluate the quality and effectiveness of educational programs and interventions.
4. Competence in Microsoft Office applications particularly Excel; the ability to develop simple databases in Access is preferred.
5. Ability to manage multiple projects simultaneously.
6. Excellent written/verbal communication and problem solving skills as well as pay attention to detail.
7. Excellent customer service and negotiation skills.
8. Demonstrated ability to work as a team member and work effectively with diverse people.
9. Ability to operate and foster in a participatory, open and flexible work environment.
0. Demonstrated awareness of, a value for, and the inclusion of cultural competence in task implementation.
1. Commitment to social justice.
2. Ability to travel out-of-town, by air, and overnight.

**Salary Range**

\$36,550 - \$51,600

**Hiring Range**

\$36,550 - \$43,000

By signing and dating below, I agree that I have read this Job Description and have been made aware of the terms and conditions as they relate to my position. I meet the minimum qualifications, understand and will comply with the contents.

Employee Signature

—

Date

Cary de la Osa  
Administrative/Communications Support Specialist  
Office of Citizens and Faith Outreach  
NC Office of the Governor  
116 West Jones St  
Raleigh, NC 27603  
919-733-5361  
919-733-2120 Fax  
[cary.delaoasa@nc.gov](mailto:cary.delaoasa@nc.gov)