

Diego Munoz

From: Delaosa, Cary [cary.delaosa@nc.gov]
Sent: Thursday, July 24, 2008 1:15 PM
To: undisclosed-recipients:
Subject: [advocacygroup] JOB OPPORTUNITIES FOR WEEK ENDING JULY 25, 2008
Attachments: image002.jpg; ATT00055.txt

"Life isn't about finding yourself. Life is about creating yourself." - George Bernard Shaw

PLEASE GO TO THE WEB LINK BELOW FOR SEVERAL OPPORTUNITIES WITH NC DEPT. OF REVENUE

<http://osp.its.state.nc.us/deptsearchresults3a.asp?departmentname=DEPARTMENT%20OF%20REVENUE>



Immigration Specialist (Winston-Salem)

The Piedmont Triad Office of Catholic Social Services is seeking an immigration specialist for its Casa Guadalupe Program. Applicants should have a high school diploma, be detail oriented, be proficient in computer data entry, and have the ability to travel both in-state and out-of-state to participate in required trainings and meetings. Must have excellent written and oral communication skills and be fluent in English and Spanish. Must have experience that would provide knowledge of diverse cultures. One full-time and one part-time position available. Send resumes to dcbullard@charlottediocese.org.

HEALTH HUMAN SERVICES

HHS SECRETARY'S OFFICE

Website:

Position: Dhr Information And Referral Specialist *Working Title*: Dhr Informa & Refer Spcli
 Vacancy Number: 60037845 *Salary Grade*: 65 *Salary Range*: \$30522 - \$47971 *Hiring Range*: \$30522 - \$47971
 Department: Health Human Services
 Division: HHS SO DS SA CS Off of Citizens Svcs-B *Type of Appointment*: Perm Full-Time
 Location: Raleigh

Posting Date: 07/23/2008

Closing Date: 08/06/2008

Number of Positions: 1

Description of Work

The purpose of the position is to guide Spanish speaking callers through the human service delivery system by providing information and referral to the proper department or agency and assist with problem resolution for concerns and complaints. The position answers calls on the toll- free NC DHHS Office of Citizen Services CARE-LINE, interviews callers to determine their needs and provide information on availability of and eligibility for human service and other programs as well as to provide counseling for persons in crisis situations.

The call center open 24/7. The employee will be assigned to a primary shift of 8-5 but work requirements may result in some alternate shifts.

Knowledge, Skills and Abilities

General knowledge of governmental operations and of the human service programs administered by local, state and federal agencies; general knowledge of agencies involved in bioterrorism and disaster/emergency preparedness; ability to exercise judgment and discretion in determining which agency should receive a particular referral; ability to communicate program information clearly to persons from a wide range of educational and socioeconomic levels; skills to deal tactfully and effectively with the problems of numerous citizens that vary in resolution from providing a telephone number to the identification and involvement of numerous program staff. Microsoft Word, Excell, and Powerpoint are required. Spanish is required.

Additionally, management prefers applicants have good communication skills and a knowledge of the human service delivery system, including DHHS, federal and local government programs and non-profit agencies.

Training and Experience Requirements

Graduation from a four-year college or university preferably with a degree in psychology, sociology, social work, counseling, health education, consumer services, or in a field related to the assignment and two years of progressive administrative, program delivery in a human service area. (A master's degree in any of the above preferred disciplines will be substituted for one year of the two-year requirement in experience, and closely related experience may be substituted for college on a year-for-year basis.) Degrees must be received from appropriately accredited institutions. Degrees must be from appropriately accredited institutions.

***How to Apply*:**

All applicants must submit a State Application for Employment (PD-107) to the contact person at the Human Resources Office indicated on the vacancy announcement. A separate application must be submitted for each individual position for which you are applying and must include the specific position title and position number. Resumes will not be accepted in lieu of completing a state application. Faxed applications are acceptable and may be faxed to (919) 715-0094. E-mailed applications will not be accepted. Applications must be received in the appropriate Human Resources Office by 5:00 p.m. on the closing date. Job postings and the State application for Employment (PD-107) may be found at public libraries, local Employment Security Commissions, DHHS Human Resources Offices, or the Office of State Personnel web site at:

<http://www.osp.state.nc.us/jobs>.

Contact Person: Wilson Eagleson
 Contact Agency: Health Human Services
 Contact Address: 2001 Mail Service Center
 101 Blair Dr., Adams Bldg
 Raleigh, NC 27699-2001
 **Contact Phone*: * 919-733-6976
 * *
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TITLE: **HEALTH CARE TECHNICIAN III**
(Position #HL0213)

LOCATION: Gaston County Health Department
 991 W. Hudson Blvd., Gastonia, NC 28052

PAY SCALE: \$26,527-\$41,126 annually (Exempt - Not eligible for overtime)

EMPLOYMENT STATUS: Full Time

ESSENTIAL DUTIES: (NOTE: The duties listed below are not all of the duties that may be assigned to the position but are considered as essential to the nature of the position).

- * Consults and collaborates with other agencies to determine and prioritize HIV/STD prevention needs.
- * Identifies and targets communities and individuals who participate in high risk behaviors.
- * Develops strategies and specific activities to reach the target populations.
- * Markets outreach program by making community contacts, provides community education, schedules and performs testing in non-traditional sites in Gaston County.
- * Documents all services rendered; collects and reports data.
- * Provides presentations to the large groups in the community.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or GED equivalency and 2 years of experience working with community based organizations and programs, such as HIV educations, working with high risk populations, such as jail inmates or homeless individuals. Experience presenting information to large groups in the community is desired. **Candidate must possess or must be able to obtain a certificate from a Phlebotomy program within the first 8 weeks of employment (as specified by the Grant).** A valid driver's license is required. **Preference will be given to Spanish speaking applicants. The candidates selected must undergo and pass a pre-employment drug screening test prior to employment.**

ANNOUNCEMENT DATE: July 14, 2008

CLOSING DATE: July 25, 2008

John Glorioso
 704-862-5374 office
 980-522-0716 cell
john.glorioso@co.gaston.nc.us

OPORTUNIDAD DE EMPLEO
EDUCADOR(A) COMUNITARIO(A)

Planned Parenthood of Central North Carolina busca **Educador(a) Comunitario(a)** a tiempo completo. Coordinará el programa, *Tu Salud, Tu Futuro*, y un programa preventivo acerca de embarazo juvenil para jóvenes Latinos en el condado Sampson y los condados circundantes.

Las responsabilidades incluyen: reclutar y entrenar a jóvenes Latinos, asegurar que el entrenamiento y los materiales curriculares son culturalmente aprobadas, colaborar con asociados comunitarios y mantener las becas. Candidatos calificados hablarán y escribirán ambos Español e Inglés con fluidez y se comprometerán a la misión de Planned Parenthood. Experiencia con desarrollo juvenil y/o entrenamiento y/o facilitación de grupos es preferido.

Envíe, fax o email su carta de interés y currículum a:

Human Resources
 Planned Parenthood of Central North Carolina
 PO Box 3258
 Chapel Hill, NC 27515
 (919) 933-5271 FAX
hr@ppcentralnc.org

No Llamadas Telefónicas Por Favor

JOB OPPORTUNITY
COMMUNITY EDUCATOR

Planned Parenthood of Central North Carolina is seeking a full-time **Community Educator**. This position coordinates the *Tu Salud, Tu Futuro* program and will run a teen pregnancy prevention program for Latino youth in Sampson and surrounding counties.

Responsibilities include recruiting and training Latino youth, assuring cultural appropriateness of training and materials, working with community partners and grant management. Qualified candidates will possess written and oral fluency in Spanish and English and a commitment to Planned Parenthood's mission. Experience in youth development and/or training/group facilitation preferred.

Mail, fax or email cover letter and resume to:

Human Resources

Planned Parenthood of Central North Carolina
PO Box 3258
Chapel Hill, NC 27515
(919) 933-5271 FAX
hr@ppcentralnc.org

No Phone Calls Please

Cary De la Osa
Special Bilingual Assistant
Hispanic/Latino Affairs
NC Office of the Governor
116 West Jones Street
Raleigh, NC 27603
(919) 733-5361
FAX (919) 733-2120
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Cary.DelaOsa@ncmail.net

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