

## Diego Munoz

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**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Monday, September 08, 2008 11:55 AM  
**To:** undisclosed-recipients:  
**Subject:** [advocacygroup] JOB OPPORTUNITIES FOR WEEK ENDING 9/5/08  
**Attachments:** ATT00036.txt

We've chosen the path to equality; don't let them turn us around. Geraldine Ferraro

### POSITION VACANCY

Position Title: Student Support Coordinator –Wake Tech Community College

Location: Health Sciences Campus, 2901 Holston Lane, Raleigh, NC

Working Schedule: To be Determined by Dean of Health Sciences

Employment Term: Part-Time (30 Hours per Week), Grant Funded Position  
*This is a time limited position contingent upon continued grant funding. The initial funding period is one year with a renewal for a total of three years.*

#### Position Summary

Major functions of the Student Support Coordinator-Spanish Capacity Grant (Su Hogar Medico) are to recruit bilingual (English-Spanish) students into the Medical Assisting, CNA, Medical Office Administration programs, support the grant scholarship students as they progress through the program, and assist in the development of new student opportunities for Spanish speaking health care workers as directed by the Dean of Health Sciences.

#### Qualifications

- Minimum Associate Degree in related field
- Experience as a Spanish Interpreter/Translator required
- Must be bilingual with fluency in both English and Spanish, written and oral
- Must possess highly developed oral and written communication skills
- Must possess excellent interpersonal skills, with the ability to work effectively with people from all socio-economic/educational levels and ethnic groups
- Must have proficient computer skills, including MS Office products
- Must possess strong analytical, organizational, and problem solving skills
- Prefer Bachelors Degree, and experience as a Spanish Interpreter/Translator in healthcare related environment
- Experience preferred in recruiting, student retention, advising or related experience

Application Deadline: Open Until Filled  
WAKE TECH COMMUNITY COLLEGE <http://employment.waketech.edu/>

Kelly Deal  
Human Resources Technician  
Wake Technical Community College  
kpdeal@waketech.edu

**CLOSES 9/12/08 [WWW.WAKEGOV.COM](http://WWW.WAKEGOV.COM)**

Job # 0412/2008-Human Services Case Manager

Human Services - Community

Health

(Embedded image moved to file: pic16282.gif)Apply for Job online now!

Salary Range: \$28,700 to\$47,800

Expected Hiring Range: \$28,700 to \$31,000

Work Schedule/Location: Non-traditional; variable schedule up to 40 hours per week/Public Health Center (10 Sunnybrook Road, Raleigh, NC)

Minimum Qualifications: Bachelor's degree in Human Services, Health or a related field;or equivalent.

Special Requirements: A valid driver's license and a "safe" driving record required.

Preferred Qualifications: Trained in phlebotomy skills or willing and able to be trained to draw blood; experience with diverse populations preferred; CDC-approved 2-day HIV Counseling, Testing and Referral training required within 3 months of hire; experience providing health education related to sexuality, HIV and STD transmissions, symptoms and screening methods preferred; successful candidate must be comfortable and non-judgmental working with and having frank and open discussions with anyone, including incarcerated individuals, sex workers, men who have sex with men, others who engage in high-risk behaviors; fluent English is a requirement and Spanish language skills are preferred.

Duties: Provide culturally-competent HIV pre-test counseling and give test results with appropriate post-test counseling; take sexual behavior and drug use risk behavior history, prior HIV and syphilis history, and complete client registration information for lab reports; draw blood specimen for HIV and syphilis testing and collect urine sample for gonorrhea/chlamydia; collect and record client profile and demographic data for reporting purposes; work with team members in the identification of potential test sites, collaboration with community partners in special events, and rapid response to blood-borne pathogen exposures and STD outbreaks; conduct site- specific community outreach and develop collaborations with local community and faith- based organizations; work both traditional and non-traditional hours, including some late afternoon, evening and/or Saturday hours on occasion as determined by community need and supervisor's direction; carry a pager on rotating basis with other team members for evening and weekend response to assess and respond to possible BBP exposures and conduct testing of source patients as required; conduct client-centered HIV counseling and testing to include risk reduction planning and STD education; engage clients in discussions regarding intimate details of sexual activities, diversity in sexual orientation and relationship configurations; provide non-judgmental, non-biased counseling and risk reduction education without regard for own personal values or beliefs; track highly confidential data, complete state reporting requirements, and participate in syphilis elimination efforts as directed by supervisor.

Closing

Date: 9/12/2008

Position #: 8600-1273-0

Applications may be obtained from Human Resources, Waverly F. Akins Wake County Office Building, Suite 300, 336 Fayetteville Street Mall, Raleigh, N.C.

27602 (919) 856-6090,

Monday thru Friday, 8:30am - 5:15pm, except holidays. They also may be downloaded from this web site in the forms area. Information about current vacancies and requests for applications are also available by calling the JOBLINE at (919) 856- 6115, 24 hours a day, seven days a week or by accessing this web site at [www.wakegov.com](http://www.wakegov.com).

Wake County

applications must be received by the closing date indicated for each position. A separate application must be submitted for each position listed; however, copies are acceptable. Faxed applications are accepted at (919) 856-6256.

Please indicate the job

number and position title when

applying.

Yvonne J. Torres, MS HEd.  
HIV/STD Program Manager  
Wake County Human Services  
P O Box 14049  
10 Sunnybrook Rd.  
Raleigh, NC 27620  
Phone:(919) 250-4479  
Fax: (919) 250-1572  
E-mail: ytorres@co.wake.nc.us

**Job Title:** Associate Director El Centro Hispano go to [www.elcentronc.org](http://www.elcentronc.org)

**Mission Statement:** El Centro Hispano (ECH) is a grassroots membership based organization dedicated to improving the quality of life of the Latino community in Durham, North Carolina. El Centro Hispano accomplishes its mission by increasing the active participation of local grassroots leaders in the solution of their own problems. To serve that goal, El Centro Hispano develops educational, cultural and social programs as well as leadership and economic development initiatives in collaboration with other communities and groups.

Reports to: Executive Director.

**Summary of Responsibilities:** Assist the Executive Director to provide direction and leadership toward the achievement of ECH mission and strategic plan, and for the compliance of fiscal and legal ECH responsibilities. Manage the Community Resources Office, and oversee the Legal and Tax Clinics. Manage human resources, contractors, volunteers, facilities, procurement, and inventory. Support community organizing efforts and, in absence of the Executive Director, serves as the acting Executive Director

**Specific Responsibilities:**

#### Community Services

- Manage the Community Resources Office (CRO) which assists community members or refers them to available services in Durham Country and surrounding area.
- Oversee and supervise Legal and Tax Clinics.
- Ensure high quality services are provided to community members through the CRO and the Legal and Tax Clinics of ECH.
- Ensure adequate promotion of ECH membership to increase the number of members.

#### Management

Assist the ED to oversee the general administration of El Centro Hispano, and to develop and implement organizational development plans, policies and procedures with both staff and board members.

Develop a working understanding of all aspects of ECH programs and services.

Assist the ED to develop, implement and supervise fundraising activities

- Oversee procurements and contracts. Ensure adequate internal control procedures.
- Ensure adequate inventory management and control of equipment and supplies.
- Oversee management of facilities, the lease contract, the maintenance and cleaning, and rent of space for members, ensuring adequate services are provided.
- Oversee independent contractors including the HispAmericano Institute, ITIN, community services, children "soccer academy", information technology and others.
- Supervise and organize the work of volunteers, including AmeriCorps members, annual health fair and tax clinic volunteers, legal clinic volunteers, and others.
- Assist the ED for ECH compliance of all legal and fiscal aspects required by law.

- Ensure an adequate administrative support is provided to the Board of Directors during their monthly meetings and special events.

#### Human Resources

Assist the ED to recruit, mentor, supervise and evaluate staff, and to develop, maintain and enforce the organization's personnel policies.

- Oversee proper management of employee benefits for ECH, including but not limited to: health insurance, dental insurance, life insurance and retirement plan. Ensure benefits and premiums are the adequate for the organization, and review renewals annually.
- Assist to develop and update staff leave plans. Ensure adequate procedures for approval and control of staff attendance and leave time.
- Assist to develop an annual training plan for staff and board of directors.

#### Community Organizing

- Represent El Centro Hispano in the community and advocate for the Latino community.
- Assist the ED to lead community organizing efforts and support biweekly outreach events in neighborhoods of Latino community,

Other support as may be assigned by the ED.

#### Qualifications:

- Masters Degree or equivalent experience in administration, management or other related field
- Four years of supervision experience, preferable in non-profits
- Experience working with Latino community is preferable
- Proficient in Microsoft Word, Excel, Windows, PowerPoint
- Ability to work well under pressure, meet deadlines and be detail-oriented
- Ability to work well in a team structured environment
- Must be self-motivated.
- Bilingual - Fluent Spanish and English.

Hours per week: 40 (occasionally weekends and evenings)

Salary Range: commensurate to experience and qualifications

(Health insurance benefit, dental option, life insurance and opportunity to invest in company sponsored retirement plan)

Jaqueline Hernandez

Administrative Coordinator

El Centro Hispano, Inc.

201 W. Main Street Ste. 100

Durham, NC 27701

919.687.4635 ext.34

#### ***JOB VACANCY FOR IMMIGRATION POVERTY LAW ATTORNEY***

**Background:** Pisgah Legal Services (PLS) is a community-based non-profit law firm providing free civil legal assistance to low-income people primarily in Buncombe, Henderson, Madison, Polk, Rutherford, Transylvania and Yancey Counties in the Blue Ridge Mountains of western North Carolina. There are over 65,000 client-eligible people in those seven counties. The advocate

staff consists of 16 attorneys (including the position we are currently advertising). PLS directly serves over 9,000 people annually in cases handled by staff and volunteer attorneys, and provides community education and outreach to many other low-income clients. This immigration law position is to staff the six-year old Justice For All Project (JFAP) at PLS. JFAP provides immigration law expertise to indigent immigrants in the seventeen westernmost counties of N.C. JFAP also provides legal assistance to those immigrants not eligible for services from Legal Aid of N.C., by reason of their undocumented status, outside the seven counties enumerated above. Various PLS attorneys and volunteer attorneys provide legal assistance to immigrants through JFAP. More than 12% of PLS' cases are for people for whom English is not their first language.

**Responsibilities:**

- \* Providing representation and advice to clients in immigration and general poverty law, including housing, health, benefits, domestic violence prevention, and consumer law.
- \* Preventive legal education and outreach.
- \* Specific to immigration practice: Adjustment of status and motions to reopen with Citizenship and Immigration Services, including under 245(i) and I-360 approved cases; I-360 and U-visa petitions; consular processing for derivative beneficiaries of VAWA or other asylum principals; removal proceedings including adjustment of status and cancellation of removal; asylum; temporary protected status; employment authorization petitions; and Naturalization applications when doing so would allow children to be eligible for public benefits.
- \* Travel to immigration hearings or interviews in Charlotte, Atlanta and elsewhere
- \* Supervise a bilingual legal assistant

**Qualifications:** Law school graduate with immigration law experience preferred. North Carolina Bar license would be ideal but is not required. Background in general poverty law, experience working with low-income people, or Spanish-speaking ability would be a plus.

**Opening/Closing Date:** Open until filled. Attempting to fill position by October 2008.

**Salary/Benefits:** Salary \$37,000 plus, depending on experience. Excellent benefits. PLS is an equal opportunity employer. Racial minorities, women, elderly, and the disabled are encouraged to apply.

**Applications:** Send resume, writing sample and cover letter by September 30, 2008, to:

Attorney Search  
Pisgah Legal Services  
P. O. Box 2276  
Asheville, NC 28802

*Local Access to Coordinated Healthcare (LATCH)*

*Division of Community Health*

*Department of Community and Family Medicine*

*Duke University Medical Center*

*Durham, North Carolina*

*Local Access to Coordinated Healthcare (LATCH)* is a bilingual (Spanish/English) care management program that strives to improve health outcomes and access to healthcare for uninsured Durham County residents through a combination of community outreach, patient support, health care navigation, health education, and patient advocacy activities. <http://communityhealth.mc.duke.edu/clinical/?/latch>

LATCH has been awarded funding to expand its Care Management Team (CMT) and is seeking qualified bilingual (Spanish/English) candidates for the following full-time (40hrs/week) health professional positions:

**(RN) Nurse Case Manager:** the RN will provide care planning and care/disease management support to LATCH patients with specialty care needs. Through a combination of in-home, telephonic, and clinic-based interventions, the Nurse Case Manager will facilitate patients' access to specialty care, conduct education with patients with certain chronic illnesses (diabetes, asthma, COPD, heart failure) to help them understand signs/symptoms, medications, medical equipment, how to use the health system, and assist them to develop and reach self-management goals.

**Health Education Specialist:** the Health Education Specialist will provide care management/patient navigation activities to facilitate LATCH enrollees' access to specialty care. Through a combination of in-home, telephonic, and clinic-based contacts, the position will assist patients with pre- and post- specialty care consultation needs, help patients navigate related laboratory, radiology, and other services and care, provide and/or coordinate interpretation, arrange transportation, provide medication management, and help patients follow hospital discharge or provider plans.

**Health Education Specialist:** as part of a community-based *Stroke Education, Prevention and Awareness* (*SEPA!*) initiative, the Health Education Specialist will work with Hispanic/Latino LATCH participants with one or more stroke risk factors and their families to provide individualized, in-home patient education (stroke prevention, signs/symptoms, management, risk reduction) and disease management support that will involve goal setting with patients and referring them to a primary care provider, wellness activities and other community programs to reach these goals.

Candidates should possess the following characteristics, knowledge and/or skills:

- Fluency in English and Spanish, both written and verbal;
- Recent experience conducting in-home nurse case management, care/disease management, patient navigation and patient education with patients with chronic illness.
- Experience and/or degree in Community Health, Public Health, Nursing, Social Work, Psychology, Health Education or related field;
- Familiarity with Durham County's healthcare system, social services programs and other community resources;
- At ease working with individuals from diverse backgrounds and cultural belief systems;
- Motivated and self-directed with a capacity to independently manage a patient caseload;
- Ability to work effectively with medical professionals, community agencies, and clients in various settings;
- Team-oriented and able to maintain positive working relationships with co-workers;
- Excellent organizational skills, flexibility, and ability to prioritize work demands;
- A valid NC driver's license and a clean driving record.

*To apply for any of these positions, please mail, email, or fax a cover letter indicating for which position you would like to be considered, along with a current CV/resume by **September 15, 2008 to:***

Stephanie A. Triantafillou, MPH  
Program Coordinator  
Local Access to Coordinated Healthcare (LATCH)  
4321 Medical Park Drive, Suite 102  
Durham, North Carolina 27710  
Email: [Stephanie.triantafillou@duke.edu](mailto:Stephanie.triantafillou@duke.edu)  
Fax: (919) 620-8014

**Executive Director** – NC Farmworkers Project in Benson, NC is seeking an ED. The NCFWP is a grassroots non-profit organization whose mission is to organize farmworkers to improve their working and living conditions. Bilingual and literate in Spanish and English a must. Part-time (20-30 hrs/week) with potential for more. Some evening hours and weekends. Salary \$16-\$23/hr., competitive benefits. Send resume **before September 19th** to PO Box 352, Benson, NC 27504 or email at [emedinarod@hotmail.com](mailto:emedinarod@hotmail.com) .

**Director Ejecutivo** – El Proyecto de Trabajadores Agrícolas de Carolina del Norte busca un DE. PTACN es una organización sin fines de lucro que organiza a los trabajadores agrícolas para poder mejorar sus condiciones de vida y de

trabajo. Necesario ser bilingüe en español e inglés. Tiempo parcial (20-30 hrs/wk) con potencial para más. Algunas noches y fines de semana. Salario \$16-\$23/hr., beneficios competitivos. Envíe resume **antes del 19 de Septiembre** al PO Box 352, Benson, NC 27504 o a [emedinarod@hotmail.com](mailto:emedinarod@hotmail.com).

### **JOB OPPORTUNITIES**

Para ver la descripción, haga “clic” sobre el título de la posición. Las posiciones se mantienen al día, por lo cual recomendamos visitar la pagina continuamente.

[Call Center - BILINGUAL \(English/Spanish\) CUSTOMER SERVICE SPECIALIST](#)

[Call Center - CUSTOMER SERVICE SPECIALISTS Part-time](#)

[Catalog - GRAPHIC DESIGNER](#)

[Online Properties - WEB DEVELOPER](#)

[Purchasing - EQUIPMENT AND ACCESSORY BUYER](#)

[Team Sales - TEAM SALES ACCOUNT MANAGER](#)

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  
1-800-662-7952

[Cary.DelaOsa@ncmail.net](mailto:Cary.DelaOsa@ncmail.net)

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