

## Diego Munoz

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**From:** Delaosa, Cary [cary.delaosa@nc.gov]  
**Sent:** Thursday, September 17, 2009 2:57 PM  
**Subject:** [Spam] [advocacygroup] Job opportunities  
**Attachments:** ATT00020.txt

### NC OFFICE OF THE GOVERNOR OFFICE OF CITIZENS AND FAITH OUTREACH & HISPANIC/LATINO AFFAIRS

**All of civility depends on being able to contain the rage of individuals.**

[Joshua Lederberg](#)

#### Hispanic Firsts

Did you know that:

Esteban Bellan was the first Cuban and the first Latin American to play major league baseball.  
1871- Troy Haymakers

**Tony, Best Supporting Actress:** [Rita Moreno](#), 1975, *The Ritz*. In 1977, Moreno became the first Hispanic American (and the second person ever) to have won an Oscar, a Grammy, a Tony, and an Emmy, picking up the last of those for her performance as guest host on *The Muppet Show*

**General, U.S. Army:** Richard E. Cavazos, 1976. In 1982, he became the army's first Hispanic four-star general.

**Nobel Prize in Physics:** [Luiz Walter Alvarez](#), 1968, for discoveries about subatomic particles. Later, he and his son proposed the now-accepted theory that the mass dinosaur extinction was caused by a meteor impact.

- **Grand Slam championship winner:** Richard "Pancho" González, 1948.

# CHAPEL HILL

# POLICE

**NOW ACCEPTING APPLICATIONS FOR  
POLICE OFFICERS**



- We are seeking applicants with exceptional work records, interpersonal skills, and character.
- Our department has an innovative Career Progression Program.
- Minimum starting salary \$35,969/year;
- Excellent benefits package includes paid health coverage for employee.
- College degree or military experience preferred.
- Women and minorities are encouraged to apply.
- We are an Equal Opportunity Employer.

*Accepting applications September 4th thru October 2nd, 2009, 5:00 pm.*

To apply, go on-line to [www.townofchapelhill.org](http://www.townofchapelhill.org)  
Choose "Jobs" from the pull-down menu labeled "Apply For"  
on the left side of the home page;  
Or contact the Town of Chapel Hill Human  
Resources Department at 919-968-2700.

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Bilingual Certified Medical Associate	<b>DATE:</b>	August 28, 2009
<b>DEPARTMENT:</b>	Family Practice Center	<b>STATUS:</b>	Non-Exempt

<b>REPORTS TO:</b>	Denya Hawkins Department Director	<b>APPROVAL:</b>	<u>Denya Hawkins</u> Department Director
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**BASIC PURPOSE:**

The Certified Medical Assistant provides patient care as directed by the Registered Nurse and/or Physician. They provide support to nursing, lab, clerical, and Physician staff in order to facilitate positive patient outcomes. Clinical knowledge and skills relate to newborn, pediatric, adolescent, adult, and geriatric populations.

**RESPONSIBILITIES AND DUTIES:**

1. Provides direct patient care appropriate to the patient's condition, needs, and/or age under the supervision of the MD/NP.
  - A. Assists the Registered Nurse with assessment by collecting data including biological, psychological, social, and cultural factors.
  - B. Participates with the RN in identifying patient problems, patient and family goals, and developing the plan of care.
  - C. Implements the plan of care as directed by the MD/NP:
    1. Provides patient care as delegated by the MD and according to standard plans of care.
    2. Administers medications and other treatment modalities according to specified policies and procedures.
    3. Initiates and reinforces patient teaching from plan determined by the MD/NP.
    4. Performs 12-lead EKGs.
    5. Performs select respiratory care procedures.
    6. Performs phlebotomy.
    7. Applies select orthopedic devices.
    8. Performs other assigned patient care.
  - D. Documents performance of nursing interventions and patient's response to those interventions.
  - E. Communicates effectiveness of interventions to the MD/NP and participates in evaluation of patient care outcomes.
  - F. Identifies variances in the plan of care and proposes modifications for review by the MD/NP.
  
2. Demonstrates standards of professional practice.
  - A. Collects data to monitor quality and effectiveness of patient care.
  - B. Uses results of quality improvement activities to identify opportunities to improve practice and/or patient outcomes.
  - C. Completes a self-evaluation and provides required documentation by the department timeline.
  - D. Seeks constructive feedback regarding his/her own practice and uses this feedback to make practice changes.
  - E. Achieves goals identified during performance appraisal.
  - F. Participates in peer review as appropriate
  - G. Participates in ongoing clinical/professional educational activities.
  - H. Review literature and uses current research findings to improve and promote continual development of knowledge.
  - I. Participates on departmental, service, or hospital committee/task forces.
  - J. Serves as a preceptor and/or resource for new and less experienced staff.

- K. Collaborates with members of the health care team involved in the patient's care.
3. Demonstrates personal accountability.
- A. Completes assigned tasks in a timely manner and keeps appropriate persons informed of problems.
  - B. Completes work in manner to enhance patient satisfaction.
  - C. Demonstrates basic and advanced department competencies.
  - D. Attends required meetings as determined by Department Director.
  - E. Demonstrates appropriate use of universal precautions and personal protective equipment.
  - F. Demonstrates adherence to established dress code.
  - G. Completes mandatory requirements:
    - 1. Completes mandatory education: CPR, Fire/Safety, Blood Borne Pathogens, Safe Medical Devices, TB, Utilities Management Failure, Health and Safety Plan, Falls Prevention, and Department –specific.
    - 2. Obtains TB testing per schedule.
    - 3. Maintains current license or listing, if appropriate
    - 4. Maintains competencies in:
      - Department based competencies
      - Age specific competencies
        - \* Geriatric
        - \* Adult
        - \* Adolescent
        - \* Pediatric
        - \* Neonate
4. Collaborates with co-workers to accomplish department/program objectives.
5. Performs other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- 1. As employees of Moses Cone Health System, our behaviors must be aligned with our values of Outstanding Service, Caring Spirit, Innovative Climate, Integrity, and Financial Viability. Our Standards of Behavior reinforce these corporate values and reflect our commitment to Service Excellence. Our Standards of Behavior are:
  - Maintain a professional appearance
  - Demonstrate a positive attitude to all customers and fellow employees
  - Maintain a safe/clean/attractive environment
  - Communication with compassion and courtesy
  - Anticipate customer needs
  - Maintain patient privacy and confidentiality
- 2. Perform patient care appropriate to age groups
- 3. Demonstrate interpersonal skills
- 4. Work in-groups
- 5. Stand and/or walk for majority of shift
- 6. Bend and/or stoop frequently
- 7. Lift thirty pounds or more four times/hour
- 8. Sufficiently mobile to push stretchers, wheelchairs, carts, and equipment
- 9. Communicate via telephone and other automation devices
- 10. Visualize computer screens, medical record forms, and equipment screens
- 11. Lift and position patients of all weights and heights using assistive devices and/or personnel as appropriate
- 12. Hear blood pressures, assist lights and other audible alarms for

patient safety

13. Physical job demands may be subject to possible modifications to reasonably accommodate individuals with disabilities

**QUALIFICATIONS:**

Education: Associate Degree in Medical Assisting preferred. Bilingual

Licensure: Certified state licensure in Medical Assisting to practice in NC required

Experience: Six months to one year of relevant experience preferred. An equivalent combination of education and experience may be considered.



Piedmont Health Services, Inc. is an exciting, non-profit agency committed to providing the highest quality preventative and primary health care services. The following employment opportunities are available as of September 8, 2009

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All internal candidates must complete an Internal Transfer and Promotion (ITAP) form

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**CORPORATE OFFICE – CARRBORO**

**Position:** Insurance Analyst - Dental  
Bi-lingual Spanish Preferred  
Insurance/Medical Billing Experience Preferred  
**Supervisor:** Chiffon Jenkins, Manager Patient Account  
**Recruiter:** Jessica White, Recruiter  
**Date Open:** June 2009

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**CARRBORO COMMUNITY HEALTH CENTER - CARRBORO**

**Position:** Patient Care Coordinator - Dental  
Spanish/English Required  
Medical/Dental Office Experience Preferred  
**Supervisor:** Lauria Davis, Dental Manager  
**Recruiter:** Jessica White, Recruiter  
**Date Open:** May 2009

**Position:** Patient Care Coordinator  
Spanish/English Required  
Medical/Dental Office Experience Preferred  
**Supervisor:** Emma Harrill, Center Manager  
**Recruiter:** Jessica White, Recruiter  
**Date Open:** September 2009

**Position:** PRN RN  
BSN/ADN, 2+ Years Clinical Medical-Surgical Experience  
**Supervisor:** Evette Patterson, Director of Nursing  
**Recruiter:** Jessica White, Recruiter  
**Date Open:** August 2009

**Position:** Medical Assistant – Part Time  
Spanish/English Preferred  
Degree/Certification or 2+ Years Clinical Experience Preferred  
Supervisor: Tiffany Lee, Nurse Manager  
Recruiter: Jessica White, Recruiter  
Date Open: September 2009

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CHARLES DREW COMMUNITY HEALTH CENTER – BURLINGTON

No open positions at this time

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SILER CITY COMMUNITY HEALTH CENTER – SILER CITY

**Position:** Case Manager  
Spanish/English Required  
3+ Years Health Care Case Mgmt Experience Preferred  
Supervisor:  
Recruiter: Jessica White, Recruiter  
Date Open: September 2009

**Position:** Breastfeeding Peer Counselor  
Spanish/English Required  
Supervisor: Ashley Brewer, WIC Nutritionist  
Recruiter: Jessica White, Recruiter  
Date Open: August 2009

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MONCURE COMMUNITY HEALTH CENTER – MONCURE

**Position:** Medical Assistant – Part Time  
Spanish/English Preferred  
Degree/Certification or 2+ Years Clinical Experience Preferred  
Supervisor: Sharon Williams, Nurse Manager  
Recruiter: Jessica White, Recruiter  
Date Open: January 2009

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PROSPECT HILL COMMUNITY HEALTH CENTER – PROSPECT HILL

No open positions at this time

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SCOTT COMMUNITY HEALTH CENTER – BURLINGTON

**Position:** Medical Assistant  
Spanish/English Required  
Degree/Certification or 2+ Years Clinical Experience Preferred  
Supervisor: Susan Rascoe, Nurse Manager  
Recruiter: Jessica White, Recruiter  
Date Open: January 2009

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\*\*\*PIEDMONT HEALTH SENIORCARE – BURLINGTON\*\*\*

**Position:** Staff RN/Home Care Coordinator  
Supervisor: John Fesperman  
Recruiter: Jessica White, Recruiter  
Date Open: May 2009

**Position:** Licensed Recreational Therapist  
Supervisor: John Fesperman  
Recruiter: Jessica White, Recruiter  
Date Open: August 2009

Visit our new website at <http://www.piedmonthealthseniorcare.org/>

Piedmont Health Services, Inc. is an Equal Opportunity Employer. We will not tolerate discrimination based on race, creed, color, gender, sexual orientation, national origin, age or handicap. Human Resources screens all applications received and individuals that meet the criteria are forwarded to the Hiring Managers/Supervisor. The Hiring Manager/Supervisor will contact applicants that they would like to interview. **TO APPLY:** Please forward a cover letter indicating the position and location you are applying for with your resume to: Mail: Human Resources - PHS, Inc., 299 Lloyd Street, Carrboro, NC 27510; Email: [personnel@piedmonthealth.org](mailto:personnel@piedmonthealth.org); or Fax: 919-537-0469. You may print an application off of our website at [www.piedmonthealth.org](http://www.piedmonthealth.org) (click on Employment Opportunities, scroll down the page and click on Employment Application), or complete an application at the center that has an opening and turn it into the front desk. Employment Opportunities can also be found on our website at: [www.piedmonthealth.org](http://www.piedmonthealth.org). Also, please visit our benefit website for more details on our extensive benefits at: [www.benesytes.com/piedmonthealth](http://www.benesytes.com/piedmonthealth)

**Martin & Jones, PLLC is seeking to hire English/Spanish Bilingual Legal Assistant. High level of proficiency translating and interpreting, and excellent clerical skills required. Send resume to [HR@m-j.com](mailto:HR@m-j.com) or fax to 919-873-6075. Website - [MartinandJones.com](http://MartinandJones.com)**

**Thank you,  
Kim**

Kimberly Hill  
Administrator  
Martin & Jones, PLLC  
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[www.MartinandJones.com](http://www.MartinandJones.com)

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919-733-2120 Fax  
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