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District of Columbia

Bilingual Job Announcements - September 13, 2019

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Job Announcements

Anuncios de Empleo | 13 de Septiembre, 2019




Letter from Mayor Muriel Bowser

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NEWS FROM MAYOR MURIEL BOWSER

September 12, 2019 | Vol. 5, Issue 37

Letter from the Mayor


Dear Washingtonians,

Next week, the House Committee on Oversight and Reform, under Chairman Elijah Cummings, will hold a hearing on the DC statehood bill (H.R. 51), the first time the House of Representatives has taken up legislation to make DC the 51st state in 26 years.

At next week's hearing, we will make clear that the 702,000 taxpaying residents of Washington, DC are not looking for any special treatment, we are demanding our fundamental rights as American citizens, and the rights for which many of our residents have fought and died.

Learn more about the hearing and find statehood events throughout DC at statehood.dc.gov.

Sincerely,



John A. Wilson Building
1350 Pennsylvania Avenue,
NW, Washington, DC 20004

Phone: (202) 727-2643
 Email: muriel.bowser@dc.gov

Chief of Staff:
[John Falcicchio](#)

City Administrator:
[Rashad Young](#)

• **Carlos Rosario International Public Charter School**

• **Universidad Ana G. Mendez**

Quick Links



Muriel Bowser
Mayor

District of Columbia



Jackie Reyes-Yanes
Director

Office on Latino Affairs

Jobs in DC Government



Mayor's Office on Talents and Appointments

Has the following positions available

- Director-Office of Policy and Legislative Affairs(OPLA)
- Assistant Medical Director - Fire and EMS Department (FEMS)
- Chief of Staff - Office of the Senior Advisor

Please click [here](#) for more information and how to apply



Department of Health Care Finance - DHCF

Is seeking to hire a Collection Specialist

Closing Date: 09/27/2019

Type of Appointment: Career Service - Reg Appt

Minimum Rate: \$64,603.00

Maximum Rate: \$83,287.00

Duties and Responsibilities

This position is located within the Department of Health Care Finance (DHCF), Health Care Operations Administration (HCOA), Division of Claims Management.

The position has responsibility for identifying and collecting third party benefits available for the cost of medical care rendered by DHCF programs.

Qualifications and Education

Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and this 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.

Please click [here](#) for more information and how to apply



Language Access and Advocacy Program

Ronal Avila

Language Access Coordinator

Angela Gonzalez

Language Access Monitor



DC Office on Aging and Community Living

Is seeking to hire an Attorney Advisor

Closing Date: 09/22/2019

Type of Appointment: Legal Service - Term Appt

Minimum Rate: \$57,820.00

Maximum Rate: \$75,172.00

Duties and Responsibilities

his position is located in the Department of Aging and Community Living (DACL), the positions are located in the District of Columbia Department of Aging and Community Living (DACL), Legal Unit. Under the direction of the General Counsel, the primary purpose of this position is to provide legal support and advice to the General Counsel.

Qualifications and Education

Candidate must have a law degree from an American Bar Associated accredited law school. A demonstrated interest in District of Columbia government service is preferred, as is service to, or on behalf of, seniors ages 60+ and adults with disabilities. The Incumbent must have a knowledge of the mission, functions, organization; policies, and system requirements of the District and the Federal governments as well as mission and work processes of the Office of the Attorney General.

Please click [here](#) for more information and how to apply



[Office of Administrative Hearing](#)

Is seeking to hire a Customer Service Representative

Closing Date: 09/21/2019

Type of Appointment: Career Service - Reg Appt

Minimum Rate:\$44,389.00

Maximum Rate: \$58,267.00

Duties and Responsibilities

This position is located in the Office of Administrative Hearings (OAH). The Customer Services Representative reports to the Deputy Clerk of Court. The primary responsibility of this position is to professionally and courteously attend to agency customers' request for data or information, either by phone, correspondence, or in person, and/or to refer or direct the customers to the appropriate agency staff for additional information.

Qualifications and Education

Must possess at least one (1) year of specialized experience equivalent to the grade 06 level. Specialized experience is experience which is directly related to the position and has equipped the individual with the

knowledge, skills, and abilities to successfully perform the duties of the position.

Please click [here](#) for more information and how to apply



CARECEN

Is seeking to hire a Deputy Director, Legal Services Program

Job Description:

Maintain a caseload and represent clients before USCIS, CBP, ICE, EOIR, and other government agencies, if and when necessary. Provide excellent customer service and lead efforts to maintain regular communication with clients related to their case status.

Qualifications of an Ideal Candidate

- *Juris Doctor* and state bar admission with at least three years of experience in immigration law and/or non-profit management, preferred.
- If Department of Justice (DOJ) accreditation is required, CARECEN will serve as sponsoring organization.
- Bachelor's degree (an undergraduate-level) and have been a fully-accredited legal practitioner with a non-profit organization for at least five years. Eligibility to apply for DOJ accreditation.

Please click [here](#) for more information and how to apply.



CARECEN

Is seeking to hire a Director of Operations

Position overview

CARECEN seeks a full-time Director of Operations (DOO) to oversee day-to-day operations, financial management, human resources, assists with fundraising and development,

marketing and communications, building and facility management, and provide support to programs.

Qualifications

- Bachelor's degree; graduate degree or advanced training in nonprofit management a plus
- Experience in fundraising, marketing and communications, and project management a plus
- Written and verbal fluency in Spanish and English
- Ability to work under tight deadlines
- Proven organization skills and ability to multi-task
- Availability to work some evenings and weekends

Please click [here](#) for more information and how to apply

Other Jobs in DC

**Carlos Rosario International Public Charter School****Is seeking to hire a Nurse Aide Instructor (Part-Time)****Job Summary**

We are in search of an experienced nursing professional to serve as a part-time **Nurse Aide Instructor**. Reporting to the Health Academy Coordinator, the Nurse Aide Instructor will assist in the planning, implementation, and evaluation of the Nurse Aide Training program. The Instructor is responsible for the delivery of instruction which ensures that students develop the required clinical and interpersonal skills needed to be successful as a Certified Nurse Aide (CNA).

Qualifications and Requirements:

- Bachelor of Science in Nursing (BSN) and DC State Board of Nursing licensed with a minimum of (1) one year of teaching experience and a minimum of (2) two years full-time or equivalent clinical experience
- One year of clinical experience in a management, administrative, or supervisory capacity is preferred
- Previous experience teaching English language learners is a plus
- Demonstrated ability to communicate professionally and effectively both verbally and in written communication with students, the program team, and other key stakeholders

Please click [here](#) for more information and how to apply.



[Ana G. Mendez University](#)

Busca contratar

Instrucciones: Recomendamos tener su resumé o currículum disponible y actualizado al momento de completar la solicitud. Usted podrá incluirlo con su solicitud. El documento debe estar en uno de los siguientes formatos: .doc, .docx, .pdf, .odt

Please click [here](#) for more information and how to apply:

English

This employment newsletter is compiled biweekly by the Office on Latino Affairs' Language Access and Advocacy program. Please let us know if you are offered any of these positions. It will be nice to hear any good news and see that this newsletter is connecting people with employment opportunities. If a government agency, business or nonprofit organization in DC would like to promote employment, or internship opportunities please send an email message to:

Español

Este boletín informativo sobre empleos es compilado cada dos semanas por el Programa de Acceso Lingüístico de la Oficina de la Alcaldesa para Asuntos Latinos (MOLA). Por favor, háganos saber si le ofrecen alguna de estas posiciones. Será agradable escuchar cualquier buena noticia y ver que este boletín está conectando a las personas con oportunidades de empleo. Si una agencia gubernamental, negocios y organización sin fines de lucro en DC desea promover empleos u oportunidades de pasantías, envíe un mensaje de correo electrónico a:

[Ronald Avila](#), Language Access Coordinator

[Angela Gonzalez](#), Language Access Monitor



Mayor's Office on Latino Affairs | 2000 14th Street NW | 2nd Floor | (202) 671-2825 | mola.dc.gov

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