



Community Action Commission
 Of Santa Barbara County
 5638 Hollister Avenue, Suite 230
 Goleta, CA 93117-3475
<http://www.cacsb.com>

CAREER OPPORTUNITIES

Date: May 19, 2015
 For Applications Call: Human Resources
 (805) 964-8857 ext. 116

PLEASE POST

POSITION	Program	Location	EMPLOYMENT STANDARDS
ADMINISTRATION SUPERVISOR, ENERGY SERVICES	ES	Goleta	Full-time, benefits in Goleta. Directs and coordinates activities of the administration staff for the weatherization and utility assistance activities. Directly supervises employees in the administration of Energy Services contract operations and coordinates the activities of staff. REQ: Associate's degree (A. A.) or equivalent from two-year college; four years related experience, including a background in contract administration (federal/state), accounting or billing for a weatherization or construction related organization, with some supervisory experience preferred, or equivalent combination of education and experience. Strong computer knowledge required with ability to rapidly learn program specific software. Ability to read and understand contracts and apply provisions in an administrative setting. Valid CA Driver's License required. Must occasionally lift and/or move up to 25 pounds. Open until filled.
ASSISTANT, ENERGY SERVICES (Temporary position)	ES	Goleta	Temporary, no benefits working in Goleta. Duties include reception duties, general clerical tasks, billing and interaction with public and low-income community. High level of data entry and 10 key entries that require accuracy. Prepares invoices and statements and processing and tracking purchase orders, intake and process of applications, and multiple log maintenance. REQ: High School Diploma or GED and one to three years experience in client eligibility or related field. Detail oriented with ability to write and document reports. Must have working experience with Word, Excel and Access or similar DB program. QuickBooks desirable. Valid CA Driver's License and insurance and acceptable driving record as determined by agency and reliable transportation required. Bilingual (English/Spanish) desirable. Frequently lift and/or move up to 25 lbs. Open until filled.
CAREGIVER, EARLY HEAD START	CS	Santa Maria	Full-time with benefits in Santa Maria area. Primary caregiver for group of infants and toddlers in Early Head Start center. Coordinates experience for children, responsive to children, and the care and cleanliness of the environment. REQ: Minimum of 12 units in ECE, including core courses with minimum of six (6) months experience with children ages 0-5 in a child care educational environment. Experience with infants and toddlers and 6 infant/toddler units highly desirable. Must have the ability to lift and/or move up to 40 pounds. Bilingual (Eng/Spa) required. Open until filled.
CASEMANAGER/ EDUCATOR, CAL GRIP PROGRAM (California Gang Reduction Intervention Prevention)	FYS	Santa Barbara	Full-time, benefits in Santa Barbara. Coordinate all efforts associated with the Cal GRIP Program serving vulnerable and at-risk youth ages 14-21. Efforts will focus on program development, report writing, quality assurance, training of staff, tracking of grant outcomes and evaluation, evidence based curriculum monitoring and community liaison for community partnerships. Case management to a small caseload of youth and their family to develop of natural support system. Services include: client assessment, monitoring of client progress, crisis intervention, and community referrals. Components of the program are development of and linkage to community resources; i.e. education, treatment providers, work programs and employers, housing, social/recreation, community mentors, legal, etc. REQ: Bachelor's Degree in Psychology, Sociology, Social Work, Human Services, Human Development or other behavior sciences field and one year of experience in a social services setting such as working directly with children, families and young adults, or in a case management, mental health or family services agency. Up to two years equivalent education may be substituted for related experience on a year-for-year basis. Bilingual (English/Spanish) required. Open until filled.
COOK II	NS	Santa Maria	Full-time with benefits in Santa Maria area. Coordinates and participates in preparing, cooking, and serving food to large groups of people in an institutional setting; does varied cooking and prepares special diet foods. REQ: High school diploma or general education degree (GED); one year of experience in cooking and preparing meals in large quantities; or equivalent combination of education and experience. Knowledge of order processing systems. Food Safety Certificate required within six months of employment; Current CA Driver's license, maintain acceptable driving record. Must occasionally lift and/or move up to 50 pounds. Open until filled.



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FAMILY SERVICE ASSISTANT	CS	Goleta	Full-time, benefits in Goleta. Responsible for recruitment of children, parent orientation, referral of parents to community resources and local social services agencies. Maintains child/family files and reference records. Supports families in the development of family goals. REQ: High School Diploma or GED, 1 year experience providing direct services to low income children and families. Strong computer knowledge. Valid CA Drivers License & insurance with reliable transportation. Bilingual (English/Spanish) required. Open until filled.
GRANT WRITER	CN	Goleta	Full-time, benefits in Santa Barbara. Seeks funding opportunities for Programs and Planning and Development needs. Prepares proposals for submittal to potential funding sources to obtain funds for ongoing or special institutional projects. Develops and maintains a database of program and community information pertinent to funding opportunities. Maintains a database of funded proposals, reporting requirements, and timelines for reporting. REQ: Bachelor's degree (B. A.) from four-year College or university; four years related experience; or equivalent combination of education and experience. Knowledge of Database/Internet/Project Management/Spreadsheet & Word Processing software. Valid CA Driver's License, proof of insurance with reliable transportation. Occasionally lift and/or move up to 30 pounds. Open until filled.
IT MANAGER	CN	Santa Barbara	Full-time, benefits working in Goleta with Countywide travel required. Responsible for the overall planning, execution and management of IT functions which includes directing IT operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions. Directly supervises staff in assigned area of responsibility. REQ: Associate degree (A.S.) or equivalent in related field and 5 years related experience and/or training; or equivalent combination of education and experience. Experience with networked PC based computer systems. Knowledge of the operations, inter-working, and repair of computer hardware. Knowledge of desktop and server operating systems, Microsoft Office and administration of Microsoft Exchange. Working knowledge of network and data communication protocols and technologies. Working knowledge of virtualization and cloud computing concepts and technology. VMWare experience preferred. Valid California Driver's License with ability to qualify for coverage under Agency insurance plan. Must occasionally lift and/or move up to 50 pounds. Open until filled.
KITCHEN SERVICE WORKER	NS	Santa Barbara	Part-time (25 hrs/wk), no benefits, Santa Barbara. Performs a variety of routine duties related to the preparation, service and delivery of food. Maintains cleanliness and sanitation of utensils, equipment and work area and performs related tasks as required. High school diploma or general education degree (GED); and one year work experience and/or training; or equivalent combination of education and experience. Valid CA driver's license required. Cash register & cash handling experience highly desired. Must occasionally lift and/or move up to 50 pounds. Open until filled.
MENTAL HEALTH PRACTITIONER (ONLY OPEN TO CURRENT CAC EMPLOYEES)	CS	Santa Maria	Full-time with benefits working in Santa Maria. Provides counseling services to children and family members; evaluates needs of behaviorally/emotionally challenged children within the program, and develops and implements therapeutic treatment plan or other plans; and carries out programs to enable children to attain maximum achievement and adjustment. Provides supervision to and evaluation of caseworkers; provides guidance to classroom staff for successful treatment processes. This position has Supervisory responsibility. REQ: MA or MS in a behavioral science field with understanding of early childhood development; two years related experience in early childhood issues; has strong observation, assessment, treatment planning and psychotherapeutic skills; is eager to learn, and is open/accepting of feedback for personal and professional growth. Knowledge of Internet/Spreadsheet/Word Processing software. Marriage and Family Therapist (MFT) or Clinical Social Worker (LCSW) license. Valid CA Driver's license with current auto insurance is required. Ability to speak Spanish highly desirable. Skilled in working with young children and families. Must occasionally lift and/or move up to 25 pounds. Internal applications due in Human Resources by 12 noon on Friday, 5/22.



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NUTRITION SITE HOST	NS	Santa Barbara	Part-time (15 hours/week) position, no benefits located in Santa Barbara. In coordination with the CAC Nutrition Services Program, responsible for overseeing the food service at a senior nutrition site. REQ: High School Diploma or GED. Previous experience in a paid or volunteer capacity, working with seniors desirable. Compassion for and understanding of low-income population and aging desirable. Must be able to lift 40 lbs unassisted. Open until filled.
REHABILITATION SPECIALIST	FYS	Santa Barbara	Full-time position, benefits in Santa Barbara. Provide mental health services to emotionally/behavior. challenged youth/ children and their family. Clinical Supervision provided. Duties include: assisting children/youth to accomplish treatment goals, socialization, independent living and vocational skills. Must work collaboratively with regional mental health team. Must become QMHW certified within one month of employment or be a licensed/waivered/ registered mental health professional. QMHW certification requires: BA/BS degree in social sciences/mental health and minimum one year full-time experience in mental health setting in the areas of psycho-social functioning & social adjust. Strong computer knowledge required. Bilingual (Eng/Spa) required for both the Santa Maria & Santa Barbara position. Valid CDL w/current auto insurance required. Occasionally lift and/or move up to 25 lbs. Open until filled.
TEACHER, ASSOCIATE (Substitute position)	CS	Lompoc	Sub position, no benefits, located in Lompoc. Assist in education of preschool children ages 3-5 in Head Start program. REQ: minimum of 12 ECE units (including core units) and minimum 6 months experience. Basic computer knowledge. Ability to lift and/or move up to 40 lbs. Unofficial copies of transcripts required with application. Open until filled.
TEACHER (Substitute position)	CS	Lompoc	Sub position with no benefits, located in Lompoc areas. Develop weekly lesson plans for preschool children, develops/ maintains safe and positive classroom climate, and an intentional learning environment; REQ: Associate Degree in ECE/CD or related field and eligible for a "Child Dev Teacher Permit" or higher from CA Commission on Teacher Credential. With 3 semester units in supervised field experience. Knowledge of Internet/Word Processing software. Lift and/ or move up to 40 lbs. Unofficial copy of transcripts must be submitted with application. Open until filled.

Program Legend: * CN = Central * CS = Children's Services * ES = Environmental Services * FYS = Family Youth Services * NS = Nutrition Services * HS = Healthy Start