



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

# CAREER OPPORTUNITIES

Date: June 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	Full-time, temporary (until end of August) with 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.
CASE MANAGER/ 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 Barbara	Full-time with benefits position in Santa Barbara. 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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DEVELOPMENT SPECIALIST	CN	Goleta	Full-time, benefits in Santa Barbara. Supports and coordinates the Agency development program by managing donor acquisition and follow-up, overseeing donor databases and reporting, planning cultivation and fundraising events, creating and managing print and email fundraising appeals, marketing to build awareness and support, managing online content and reporting to funders. REQ: Bachelor's degree (B. A.) from four-year College or university; 1-2 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 50 pounds. Open until filled.
GRANT WRITER	CN	Goleta	Full-time, benefits in Goleta. 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: BA degree 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.
HOME EDUCATOR – EARLY HEAD START	CS	Lompoc	Full-time, benefits working in Lompoc. Responsible for providing appropriate 0-5 years home instruction curriculum to parents in a Home Based program for 10 to 24 children. Works in partnership with families to conduct individualized weekly home visits and two group socials per month. Screens and assesses each child using appropriate screening/assessment tools. Engages parents of various cultural backgrounds in their child's education, including fathers. Delivers a comprehensive service model to the enrolled families including community referrals, family goal setting, health, mental health, and disabilities services. REQ: AA/AS degree in ECE/CD or a related field and eligible for a "Child Development Teacher Permit" or higher from California Commission on Teacher Credentialing with three semester units in supervised field experience. Computer knowledge required. Bilingual (Eng/Spa) required. Occasionally lift and/or move up to 40 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.
MENTAL HEALTH CASEWORKER	CS	Santa Maria	Full-time, benefits in Santa Maria. Responsible for rehabilitation and case management svcs through Mental Wellness program with Head Start/CD including development of mental health care plan that will optimize child's capacity for success in the classroom, home environment and community. REQ: BA in Psych, Social Work, Human Svcs, Human Develop or related field or min of 60 units college course work with emphasis (24 units) in Social Svcs, Human Develop, or related field. Computer knowledge req'd. Valid CADL. Bilingual (Spanish/English) required. Open until filled.



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NUTRITION SITE HOST  (2 positions available)	NS	Santa Barbara  Santa Maria	Part-time (15 hours/week) position, no benefits, position located in Santa Barbara and position located in Santa Maria. In coordination with the CAC Nutrition Services Program, responsible for overseeing the food service at a 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.
PROGRAM MANAGER, HEAD START PROGRAM	CS	Goleta	Full-time, benefits, serving Goleta, Santa Barbara, Carpinteria area. Provides general program management for a region or major functional area; coach, mentor, supervise and train staff. Provide short term and long range planning for service delivery and training; act as an integrator of components, including health, nutrition, disabilities; function as liaison and information conduit between Program leadership, staff and community collaborators. REQ: Bachelor's degree from four-year college or university in ECE, Human Services or related field is required and three years progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities and strong knowledge of theories and practices of Early Childhood Education/Development or equivalent combination of education and experience. Knowledge of Internet/Spreadsheet/Word Processing software. Valid CDL, current insurance coverage and an acceptable driving record. Bilingual (English/Spanish) highly desirable. Open until filled.
REHABILITATION SPECIALIST	FYS	Santa Barbara	Full-time with benefits serving Santa Barbara Area. Will provide mental health services to emotionally/behaviorally challenged youth/children and their family in the surrounding Santa Barbara County area. Clinical Supervision provided. Duties would include: assisting children/youth to accomplish treatment goals, socialization, independent living and vocational skills. Must work collaboratively with regional mental health team. Must become QHMW 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 adjustment. Strong computer knowledge. Bilingual (English/Spanish) required. Valid CA Driver's license with current auto insurance. Must 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