



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

# CAREER OPPORTUNITIES

Date: October 2, 2015  
**For Applications Call:** Human Resources  
 (805) 964-8857 ext. 116

**PLEASE POST**

POSITION	Program	Location	EMPLOYMENT STANDARDS
ASSOCIATE TEACHER	CS	Goleta, Lompoc	Full-time, benefits in Goleta & Lompoc areas. Assist in education of preschool children ages 3-5 in Head Start program. REQ: min 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. <i>Open until filled.</i>
CASE MANAGER/ EDUCATOR  YOUTH OFFENDER PROGRAM	FYS	Santa Barbara	Full-time, benefits in the Santa Barbara area. Provide mentoring and connection to community resources to Juvenile Offenders in the probation system (predominately males). Includes: assessment and monitoring, skill building, and community referrals. REQ: Associates Degree in Psychology, Sociology, Social Work, Human Services, Human Develop or other behavior sciences field and one year of experience in 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 yrs equivalent education may be substituted for related experience on year-for-year basis. Knowledge of Internet/Spreadsheet/Word Processing software. Valid CA Driver's License with ability to qualify for coverage under Agency insurance plan and reliable transportation required. Bilingual (Eng/Spa) required and knowledge of counseling and communicating with young adults and families preferred. <i>Open until filled.</i>
CHIEF FINANCIAL OFFICER	CN	Goleta	Full-time, benefits in Goleta. Bring your skills to this opportunity to provide financial leadership for a leading private non-profit social services agency in Santa Barbara County. As the Director of Finance for a \$25M organization, you will be responsible for all financial operations of the Agency including accounting, compliance, tax filings, financial reporting, payroll, budgeting, audits, forecasting, internal controls, and treasury activities. Qualified candidates must have a Bachelor's degree in Accounting, Finance or a related field and a minimum of 7 years of professional accounting experience that includes gathering and evaluating financial information and making actionable recommendations to senior leadership. A CPA and/or MBA is preferred. Experience in a senior financial management role partnering with leadership, resulting in the development and implementation of financial management strategies, is critical. Preferred candidates will have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts. Become a key contributor to the success of a diverse and dynamic organization! Please provide a cover letter that describes your interest in the position and salary requirements. <i>Open until filled.</i>
COOK	NS	Santa Barbara	Full-time, benefits in Santa Barbara. Coordinates and participates in preparing, cooking, and serving food to large groups of people in an institutional setting; varied cooking and prepare special diet foods. REQ: High school diploma or GED; one year 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 6 months of hire; Current CA Driver License & maintain acceptable driving record. Occasionally lift and/or move up to 50 lbs. <i>Open until filled.</i>
COOK – ON CALL	CS	Lompoc	On-call, no benefits serving Lompoc area. Prepares and serves nutritious hot meals appropriate for children, parents and staff in Children's Services Program. Approx 80-120 meals a day. REQ: High School Diploma or GED required. One year experience as kitchen helper with CAC or comparable experience in food prep for groups is preferred. Valid CA driver's license with good driving record as determined by agency; proof of insurance required. Must be able to do moderate lifting unassisted (50 lbs.). Knowledge of safety and sanitary food storage and serving procedures. Ability to calculate food purchase, prep amounts, and maintain documents according to CCFP standards. <i>Open until filled.</i>



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FAMILY SERVICE ASSISTANT	CS	Goleta	Full-time with benefits serving Goleta area working 9 months out of the year. 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 CDL & insurance with reliable transportation. Bilingual Eng/Spa required. <i>Open until filled.</i>
KITCHEN SERVICE WORKER	NS	Santa Barbara	Part-time (20 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. REQ: High school diploma or GED; and one year work exp 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. <i>Open until filled.</i>
PROGRAM OFFICE MANAGER	CS	Santa Maria	Full-time, benefits in Santa Maria. Performs administrative support duties, including special projects/ assignments, for Children's Services and Family and Youth Services. Directly supervises the CAC North County regional administrative support pool. REQ: High School diploma or general education degree (GED); and four years related administrative experience; or equivalent combination of education and experience. Strong computer knowledge. Valid California Driver License with current insurance. Ability to speak Spanish preferred. <i>Open until filled.</i>
TEACHING, SUBSTITUTE (Preschool level)	CS	Goleta, Santa Barbara, Carpinteria, Lompoc & Santa Maria	Sub position, no benefits, located for any of our regions, Santa Barbara, Lompoc or Santa Maria area. Assist in education of preschool children ages 3-5 in Head Start program. REQ: minimum of 12 ECE units or more with minimum 6 months experience. Basic computer knowledge. Ability to lift and/or move up to 40 lbs. Unofficial copies of transcripts required with application. <i>Open until filled.</i>

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