



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

CAREER OPPORTUNITIES

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

PLEASE POST

POSITION	Program	Location	EMPLOYMENT STANDARDS
ASSOCIATE TEACHER	CS	Goleta, Lompoc, Carp, Santa Maria	Full-time, benefits in Goleta, Lompoc & Santa Maria and part-time, benefits in Carpinteria. 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. Unofficial copies of transcripts required with application.
CASE MANAGER/ EDUCATOR LOS COMPADRES PROGRAM	FYS	Santa Barbara	Los Compadres Program serving predominately male Juvenile Offenders. Provide mentoring, life skills and connecting to community resources. Full-time, benefits in Santa Barbara Includes: assessment and monitoring, skill building, and community referrals. REQ: Associates Degree in Psychology, Sociology, Social Work, Human Services, Human Development 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 years 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 and reliable transportation required. Bilingual (Eng/Spa) required and knowledge of counseling and communicating with young adults and families preferred.
CASE MANAGER/ EDUCATOR TAPP/FRONT PORCH PROGRAMS	FYS	Lompoc	Full-time, benefits in Lompoc. This is a dual position serving two programs: TAPP/Front Porch. 1.) Connects families at risk of child maltreatment and neglect to assess their situation and connect them to community resources to best meet their unique needs. 2.) Works with expectant and parenting teens to address their health, parenting skills and school completion. REQ: Associate'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. Strong computer knowledge. Valid California Driver's License. Bilingual (English/Spanish) preferred.
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.
DIRECTOR OF FINANCE	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.



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FAMILY SERVICE ASSISTANT	CS	Goleta Santa Maria	Full-time, benefits. Goleta area works 9 months out of the year & Santa Maria is year round. 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 English/Spanish required.
HEALTH/SPECIAL NEEDS CLERK	CS	Santa Maria	F/T, benefits in Santa Maria. Provides clerical and communication support for the areas of health and disabilities. Enters and maintains accurate records for children in files and on computer data entry program. Conducts children's health screenings. REQ: High School Diploma or equiv. Min 1-year exp in various office functions, including typing, filing, answering telephone and paperwork. Strong computer knowledge. Current CDL and bilingual (Eng/Spa) required.
KITCHEN SERVICE WORKER	NS	Santa Barbara	Part-time (20 hrs/wk), no benefits, Santa Barbara. Prepares, serves and delivers food. Maintains cleanliness and sanitation of utensils, equipment and work area and 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 CADL required. Cash register & cash handling experience highly desired. Must occasionally lift and/or move up to 50 pounds.
NUTRITION SITE HOST	NS	Santa Barbara	Part-time (15 hrs/wk), no benefits in Santa Barbara. 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.
PROGRAM MANAGER, CAL-SOAP	CS	Santa Barbara	Full-time, benefits in Santa Barbara. Bring your skills and passion to promote post-secondary preparation for underrepresented students in South Santa Barbara County! As the Cal-SOAP Program Manager for a leading private non-profit social services agency in Santa Barbara County, you will provide leadership to prepare students for transition to college and four year universities. Qualified candidates must have a Bachelor's degree and a minimum of 2 years of experience providing support services to students in a college or similar environment. Preferred candidates will have supervisory experience, a background in providing consultation to students of varying ages, and specific skills that demonstrate the ability to work with youth, young adults and families of diverse academic, socioeconomic, cultural, and ethnic backgrounds. Become a key contributor to the success of a diverse and dynamic organization!
REHABILITATION SPECIALIST (2 positions available)	FYS	Lompoc	A full-time & part-time (30 hrs/wk) both positions with benefits serving Lompoc area. Responsible for performing duties required to provide and support planned, structured and therapeutic care for eligible youth and families. Performs direct service duties required to assist families in crisis by providing behavioral interventions by phone or in the client's home. REQ: Bachelor's degree in a field related to mental health and a minimum of one (1) year of full-time experience in a mental health setting in the areas of psycho-social functioning, social adjustment and/or vocational adjustment. Strong computer knowledge required. Valid California Driver's License. Bilingual (English/Spanish) required for one position.



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SITE SUPERVISOR TEMPORARY	CS	Santa Maria	Full-time, temporary, no benefits in Santa Maria. Responsible for and supervises all aspects of the day-to-day operations at a site, including: supervision, monitoring and evaluation of staff, curriculum, record keeping, family and community partnerships, orders educational supplies and material within budget and implementation of program performance standards, policies and procedures. REQ: Associate's degree (A. A.) in Early Childhood Education, including eight (8) units in administration and supervision; or a Bachelor's degree (B. A.) with twelve (12) ECE units, including core courses and three (3) units of supervised field experience in ECE and two (2) years related experience in a child development program. Strong computer skills. Valid California Driver's License.
TEACHER	CS	Santa Barbara, Carpinteria, Goleta, Santa Maria	Full-time, benefits in Carpinteria and Santa Maria, as well as full-time, benefits serving Santa Barbara area. 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. Strong computer knowledge. Lift and/ or move up to 40 lbs. Unofficial copy of transcripts must be submitted with application.
TEACHER ASSISTANT	CS	Lompoc	Full-time, benefits in Lompoc. Assist in education of preschool children ages 3-5 in Head Start program. REQ: a minimum of 6 early childhood education units and 6 months experience. Bilingual (English/Spanish) required.
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.

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