



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

# CAREER OPPORTUNITIES

Date: February 5, 2016  
For Applications Call: Human  
Resources  
(805) 964-8857 ext. 116

**PLEASE POST**

POSITION	PROGRAM	LOCATION	EMPLOYMENT STANDARDS
ASSOCIATE TEACHER	CS	Goleta Santa Maria	Full-time, benefits in Goleta & Santa Maria. 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. Unofficial copies of transcripts required with application.
ENROLLMENT CLERK	CS	Santa Maria	Full-time, benefits in Santa Maria. Recruits and works with families. Enters data and maintains program information and various statistical information. REQ: Minimum 1 year experience in various office functions, including typing, filing, answering telephone, Ability to type accurately at 40 WPM, using typewriter or computer keyboard. Must have excellent interpersonal communication skills for effective contact with clients, staff and others by telephone or in person. Strong computer knowledge. Bilingual (English/Spanish) required. Valid CA Driver's license, proof of insurance required.
FAMILY SERVICE ASSISTANT	CS	Santa Maria	Full-time, benefits in Santa Maria. Liaison between staff, families, and the community. REQ: High School Diploma or GED and 1 year clerical experience. Strong computer knowledge. Valid California Drivers License with valid proof of insurance and own transportation. Bilingual (English/Spanish) required.
KITCHEN SERVICE WORKER	NS	Santa Barbara	Part-time (20 hrs/wk) in 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 experience and/or training; or equivalent combination of education and experience. Valid CA Drivers License required. Must occasionally lift and/or move up to 50 pounds.
NUTRITION SITE HOST (3 openings)	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.
OFFICE ASSISTANT	FYS	Santa Barbara	Full-time, benefits working in Santa Barbara. Provide varied support to department staff. REQ: High School Diploma or equivalent. Ability to complete detail paperwork and tasks. Ability to complete written reports and required documentation accurately. Typing; computer skills in particular data entry and word processing with strong Excel/Word knowledge. Bilingual (Eng/Spa) required. Ability to lift up to 20 lbs. (assisted) required. Reliable transportation with current insurance and possess California Drivers License.
REHABILITATION SPECIALIST	FYS	Lompoc	Part-time (30 hrs/wk) 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.



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TEACHER	CS	Goleta Santa Barbara	Full-time, benefits in Goleta and floater positions available serving the Goleta, Santa Barbara, Carpinteria 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. Strong computer knowledge. Unofficial copy of transcripts required with application.
TEACHING, SUBSTITUTE (Preschool level)	CS	Goleta, Santa Barbara, Carpinteria, Lompoc & Santa Maria	Sub position, no benefits, located at any of our regions, Santa Barbara, Lompoc or Santa Maria areas. 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. Unofficial copies of transcripts required with application.
TUTORS, CAL-SOAP  Only open to current students at the following college/universities:  SBCC-UCSB-Westmont	FYS	Goleta Santa Barbara Carpinteria	<p>Cal-SOAP Tutors assist junior high or high school students in academic subjects in classrooms and/or after school tutorial centers. Tutors provide encouragement and information necessary for students to increase their academic achievement and enter the college or training program of their choice. Topics covered include study skills, career exploration, college preparation, college choice, financial aide, and college application procedures. Hours are flexible and scheduled according to your availability with a minimum of 8 hours not to exceed 20 hours per week. Requirements are:</p> <ul style="list-style-type: none"> <li>• Must be currently enrolled at local* college/university with undergraduate or graduate status (*SBCC/UCSB/Westmont)</li> <li>• Candidate must demonstrate financial need as determined by the financial aid office of their respective educational institution.</li> <li>• Must have minimum cumulative 2.5 college GPA.</li> <li>• Interest in or experience working with junior/middle and high school students who are low income or first-generation college bound.</li> <li>• Working knowledge of word processing, internet, spreadsheet, presentation and internet software and must have access to a computer to regularly use the Internet, E-mail, Microsoft Excel and Word.</li> </ul> <p>Please call our Tutor Coordinator, Linda Figueroa at (805) 730-7373 or visit <a href="http://www.calsoapsb.org/employment">http://www.calsoapsb.org/employment</a> for more information.</p>

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