



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

# CAREER OPPORTUNITIES

Date: September 22, 2016  
**For Applications Call:** Human Resources  
 (805) 964-8857 ext. 116

**PLEASE POST**

POSITION	PROGRAM	LOCATION	EMPLOYMENT STANDARDS
ASSOCIATE TEACHER	CS	Santa Maria Lompoc	Full-time, benefits in Santa Maria & substitute positions 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. Unofficial copies of transcripts required with application.
COOK	NS	Santa Barbara	Part-time (30 hours), benefits. 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 combo of education and experience. Current CA Driver License & maintain acceptable driving record. Occasionally lift and/or move up to 50 lbs.
COOK, SUBSTITUTE	NS	Lompoc	Substitute, on-call, no benefits serving Lompoc area. Prepares and serves nutritious hot meals appropriate for children, parents and staff in Children's Services Program. Approximately 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.
DIRECTOR, NUTRITION SERVICES	NS	Santa Barbara	Full-time, benefits, with countywide travel required. The Community Action Commission (CAC) of Santa Barbara County is one of the largest non-profit social services agency in Santa Barbara County dedicated to helping people and changing lives in the low-income community. Our programs include preschools, youth and family programs, energy conservation, and nutrition services. The Nutrition Services Program, through its two commercial kitchens, serves over 2,000 nutritious meals daily for children, youth and seniors throughout the county. CAC is seeking candidates with food service management experience in hospital, school restaurant, hospitality or other relevant industries, which includes; budgeting, fiscal controls, purchasing, operational oversight and staff supervision. Ideal candidates will also have experience in developing and managing revenue generating food service contracts. The position requires a Bachelor's degree and five years related experience or equivalent combination of education and experience. The Director will oversee program operations, budgets and policies, and monitor program activities while staying abreast of developments in the industry and implementing best practices. CAC offers a competitive compensation package.
FAMILY SERVICE ASSISTANT	CS	Carpinteria	Part-time (32 hours), benefits. Liaison between staff, families, and the community. REQ: High School Diploma or GED and 1 year clerical experience. Strong computer knowledge. Valid California Driver's License with proof of insurance and own transportation. Bilingual (English/Spanish) required.
KITCHEN SERVICE WORKER	NS	Santa Barbara	Part-time (20 hours), no benefits. 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 experience and/or training; or equivalent combination of education and experience. Valid CDL required. Cash register/cash handling experience highly.
NUTRITION SITE HOST	NS	Santa Barbara Santa Maria	Part-time (15 hours) and on-call positions, no benefits working over lunch hour Monday thru Friday. Responsible for overseeing food service at a senior nutrition site. REQUIRES: High School Diploma or GED. Previous experience in paid or volunteer capacity, working with seniors desirable. Compassion/understanding of low-income population and aging desirable.



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OFFICE ASSISTANT	NS	Santa Barbara	Full-time, benefits. Provides varied support to department staff. REQ: High school diploma or equivalent and three (3) years administrative experience. Strong computer knowledge. Valid California Driver's License. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Bilingual (English/Spanish) desired.
REHABILITATION SPECIALIST	FYS	Lompoc	Full-time, benefits In Lompoc and temporary full-time in Lompoc. 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. Must be able to become QHMW certified within one (1) month of employment or be a licensed/waivered/registered mental health professional. Strong computer skills. Valid CDL. Bilingual (English/Spanish) required for some positions.
SITE SUPERVISOR	CS	Santa Maria	Full-time, benefits. 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. Directly supervises 2 to 14 employees in a Child Development Center. Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. 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 knowledge. Valid CADL. Child Development Site Supervisor Permit must be obtained within six (6) months of employment. Bilingual (English/Spanish) highly desired.
TEACHER	CS	Goleta, Santa Barbara, Carpinteria, Lompoc	Full-time, benefits in Goleta, Santa Barbara & Carpinteria and Substitute positions in Lompoc. 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 Development Teacher Permit" or higher from CA Commission on Teacher Credential with 3 semester units in supervised field experience. Computer knowledge. Unofficial copy of transcripts required with application. Bilingual required for the Santa Barbara position
TEACHER ASSISTANT	CS	Carpinteria, Goleta, Lompoc	Part-time (30 hrs) in Carpinteria & Goleta, part-time (32 hrs) in Lompoc, all with benefits. Assist in education of preschool children ages 3-5 in Head Start program. REQ: minimum of 6 early childhood education units and 6 months experience.
TEACHING, SUBSTITUTE (Preschool level)	CS	All locations	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.
TRANSPORTATION/ VISITATION AIDE	FYS	Santa Maria	Temporary full-time, no benefits, in Santa Maria with countywide travel required. Provide transportation and supervision of foster youth. REQ: High School Diploma and one year general clerical experience and basic computer office applications and bilingual (English/Spanish) required. Valid CA Driver's License with reliable transportation required.



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<p>TUTORS, CAL-SOAP</p> <p>Only open to current students at the following college/universities:</p> <p>SBCC-UCSB-Westmont-Antioch University Santa Barbara-Allan Hancock College-CSU Channel Islands</p>	FYS	<p>Goleta</p> <p>Santa Barbara</p> <p>Carpinteria</p>	<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>• College students enrolled at least half time (6 semester units or equivalent for undergrad or 3 semester units for or equivalent for graduate students)</li> <li>• Identified financial need (financial aid work study or otherwise)</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