



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

CAREER OPPORTUNITIES

Date: June 20, 2017
 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 with benefits. Assist in education of preschool children ages 3-5 in Head Start program. REQ: a 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. Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers!
CAREGIVER, LEAD	CS	Goleta	Temporary, full-time. Develops plans for the experiences and care of infants and toddlers in partnership with another Caregiver. Maintains a safe and positive classroom climate, and a language rich and attention rich environment for the children; screens and assesses each child using appropriate screening/assessment tools; individualizes the educational plans for each child based on ongoing developmental assessments. REQ: Associate's degree in Early Childhood Education/Child Development 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. Experience working with children with disabilities desirable; Bilingual preferred. Ability to lift and/or move up to 40 pounds. Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers!
COOK II	NS	Santa Maria	Full-time with benefits. 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 by performing the following duties. REQ: High school diploma or general education degree (GED); three years of experience in cooking and preparing meals in large quantities and / or line cook experience; or equivalent combination of education and experience. Entry level computer skills. Food Safety Certificate required within six months following employment; Current California Driver's license and maintain acceptable driving record. Occasionally lift and/or move up to 50 pounds.
ENROLLMENT CLERK (ONLY OPEN TO CURRENT CAC EMPLOYEES)	CS	Santa Maria	Full-time with benefits. Operates computers to enter and maintain program information and various statistical information. REQ: High School Diploma and 1 year experience in various office functions, including typing, filing, answering telephone and completing paperwork. Must have excellent interpersonal communication skills for effective contact with clients, staff and others by telephone or in person. Strong computer skills. Current California Driver's License and proof of insurance with ability to qualify for coverage under Agency insurance plan. Bilingual skills (English/Spanish) required. Internal applications due in H.R. by 12 noon, Monday, June 26.
DIRECTOR, NUTRITION SERVICES	NS	Santa Barbara	Full-time with benefits. 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.



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EXECUTIVE DIRECTOR	CN	Goleta	<p>CAC is seeking a dynamic, visionary and culturally engaged individual to serve as Executive Director. As the primary leader, strategist, and external champion, the Executive Director will be responsible for the Agency's organizational success and the fulfillment of its vision and potential. The Executive Director drives collaboration across agency programs, ensures that key performance indicators are identified in each program area, fiscally sound financial decisions are made and executed, strategy is translated into action and results, and that the organization's reputation and visibility is maintained among key stakeholders in the public, private and philanthropic sectors throughout Santa Barbara County.</p> <p>The candidate we seek is an enthusiastic and successful leader with proven management skills and expertise in the non-profit sector. The successful candidate will have:</p> <ul style="list-style-type: none"> • Bachelor's degree • At least ten (10) years management/executive leadership work experience with increasing responsibility in a non-profit or community based organization of extensive scope and complexity • Five years proven experience in executive management, to include budgeting, resource development and strategic planning • Experience working with culturally diverse communities, clients and organizations • Sophisticated interpersonal communication skills to nurture and maintain key relationships with a variety of community stakeholders • Effective written and oral communication capability • Experience in a leadership role proven by the effective management of a team that is highly productive and demonstrates collaborative internal relationships • A passion to make a difference for vulnerable populations throughout Santa Barbara County! <p>Please provide a cover letter with salary requirements.</p>
NUTRITION SITE HOST	NS	Santa Barbara	<p>Part-time with no benefits. Coordinates the food service of a dining site for seniors, which entails: ensuring an appropriate number of noon meals is provided each day; utilizing a confidential collection systems of participants' contributions; establishing and working with a site council which participates in program decisions; and supervising meal service and clean up; adhering to sanitation standards, portion control and other meal requirements. Responsible for required paperwork and submission in a timely and professional manner. REQ: Previous experience in a paid or volunteer capacity, working with seniors desirable. Compassion for and understanding of low-income population and aging desirable Valid California Driver's license and appropriate insurance per Agency requirements. Must have reliable transportation with an acceptable driving record as determined by agency.</p>
PROGRAM MANAGER	FYS	Santa Maria	<p>Full-time with benefits. Responsible for planning, directing, organizing and managing the Federal, State and local grants. Monitors program operations, activities, services and staff consistent with Federal and State regulations and Agency policies and procedures. Programs provide sexual and reproductive health education, services for expectant and parenting teens, and preventive services for youth. REQ: Bachelor's degree in Psychology, Counseling, Education, Health Administration or related field and a minimum of 3 years of progressively responsible management experience in health or human service program, including 2 years supervisor experience. Two years direct experience in managing government funded programs, including program and budget planning highly desired. Valid California Driver's License with ability to qualify for coverage under Agency insurance plan. Ability to speak Spanish desirable. Requires countywide travel.</p>



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REHABILITATION SPECIALIST	FYS	Lompoc	Full-time with benefits. 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 QHMQ certified within one (1) month of employment or be a licensed/waivered/registered mental health professional. Strong computer knowledge. Valid California Driver's License. Bilingual (English/Spanish) highly desired.
SITE SUPERVISOR	CS	Santa Maria	Full-time with benefits. Seeking passionate candidates for our Santa Maria Center. As the team leader for this NAEYC accredited site, you will have the rewarding experience of leading a talented team to provide foundational care and education daily for children and families. REQ: AA in ECE with 8 units in admin/ supervision OR BA with 12 ECE units, including core courses and 3 units of supervised field experience in ECE and 2 years experience in child development program. Must obtain Child Development Site Supervisor Permit within 6 months of employment. Our offer includes generous pay/benefits; tuition and training assistance; a starring role in a stable non-profit; and the chance to contribute your talent in a 50 year old evidence-based ECE program making a difference in America!
TEACHER	CS	Carpinteria Goleta Santa Barbara	Full-time with benefits. 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. Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers!
TEACHER ASSISTANT	CS	Carpinteria, Goleta	Part-time (30 hrs) with benefits. Assist in education of preschool children ages 3-5 in Head Start program. REQ: minimum 6 ECE units and 6 months experience. Carpinteria position requires bilingual (English/Spanish). Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers!
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. Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers!



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TUTOR, CAL-SOAP	FYS	Santa Barbara, Goleta, 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"> • Must be currently enrolled at local* college/university with undergraduate or graduate status (*SBCC/UCSB/Westmont) • Candidate must demonstrate financial need as determined by the financial aid office of their respective educational institution. • Must have minimum cumulative 2.5 college GPA. • Interest in or experience working with junior/middle and high school students who are low income or first-generation college bound. • 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. <p>Please call our Tutor Coordinator, Linda Figueroa at (805) 730-7373 or visit http://www.calsoapsb.org/employment for more information.</p>

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