



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

CAREER OPPORTUNITIES

Date: March 15, 2018
 For Applications Call: Human Resources
 (805) 964-8857 ext. 116

PLEASE POST

POSITION	PROGRAM	LOCATION	EMPLOYMENT STANDARDS
ACCOUNTING ASSISTANT	CN	Goleta	Full-Time with benefits. Performs accounting functions. Will be trained to do accounts payable, bank reconciliation's, payroll processing, cash receipts, excel spreadsheets, and other various financial record keeping tasks. REQ: High School Diploma or GED required with two years of clerical experience and/or one year of accounting experience. Experience with computerized accounting systems, Word & Excel.
COOK, ON-CALL	CS	Lompoc	Temporary, on-call, no benefits. 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. 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 with proof of insurance. Must be able to do moderate lifting unassisted (50 lbs.). Ability to calculate food purchase, prep amounts, maintains documents.
FAMILY SERVICE ADVOCATE	CS	Carpinteria	Part-time (32 hours/week), benefits. Responsible for recruitment of children, parent orientations, Home Visits, referral of parents to community resources and local social services agencies. REQ: Equivalent to graduation from high school; one year experience as a volunteer or paid employee providing direct services to low income children and families of diverse cultural backgrounds OR 12 units of college-level course work in Child Development/Social Work or related field and experience in client casework and/or client eligibility work in a social services setting. Strong computer skills required. Valid CADL with reliable transportation and an acceptable driving record determined by agency. Bilingual (Eng/Spa) required.
MENTAL HEALTH PRACTITIONER	CS	Santa Maria	Temporary, part-time (20 hours/week), no benefits serving Santa Maria area. Provide counseling services to children & family members; evaluates needs of behaviorally/emotionally challenged children within program, develops & implements therapeutic treatment plan or other plans; provides guidance to caseworkers and classroom staff for successful treatment processes. REQ: MA or MS in behavioral science field; two years related experience in early childhood issues. MFT or LCSW license. Word Processing & Spreadsheet knowledge required. Valid CADL with ability to qualify for coverage under Agency insurance plan and reliable transportation required. Bilingual (English/Spanish) required.
OFFICE ASSISTANT	NS	Santa Barbara	Part-time (30 hours/week) with benefits in Santa Barbara. Provide varied support to department staff. REQ: High school diploma or equivalent and three years administrative experience. Strong customer service, organizational skills, strong computer knowledge. Valid CADL. Bilingual (English/Spa) highly desired.
PROGRAM SUPPORT SPECIALIST	CS	TBD	Full-time, benefits, work location TBD. Provides a variety of support, training, mentoring and monitoring to center, home base, and family child care services. Works on special projects and activities through individual and team assignments. Have strong core competencies in all areas of the Early Head Start and Head Start program. REQ: BA in ECE or BA 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 CD program and CD Site Supervisor permit or higher from CA Commission on Teacher Credentialing. Strong computer skills. Valid CADL. Ability to speak Spanish preferred. Countywide travel required.



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QUALITY ASSURANCE MANAGER	FYS	TBD	Part-time (32 hours/week) with benefits. Countywide travel required. Work location TBD. Responsible for assuring that all programs(s) and departmental wide standards and requirements are met consistent with contract requirements and agency policies and procedures. Provides expert guidance to the programs in meeting and exceeding standards, evaluations and requirements. Is lead in monitoring all aspects of the programs and possess expertise in the use of data collection tools, databases and various monitoring and assessment tools. REQ: Masters in Management and Administration, Human Development, Public Health, Education, Human Services, Psychology, or a related field and three (3) years management/leadership experience in programs, preferably in a non-profit, community-based health, social services or educational organization OR BA in Management and Administration, Human Development, Public Health, Nutrition, Human Services, Psychology, or a related field and five (5) years management/leadership experience in programs, preferably in a non-profit, community-based health, social services or educational organization. Strong computer skills & valid CA Driver's License.
REHABILITATION SPECIALIST	FYS	Santa Barbara	Full-time with benefits. 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 required. Valid California Driver's License with ability to qualify for coverage under Agency insurance plan. Bilingual highly desired.
TEACHER	CS	Santa Barbara Santa Maria Goleta	3 positions are full-time with benefits and 1 position is temporary, no benefits. Santa Maria position is an Itinerant position and Santa Barbara has an Itinerant position and 2 Center Based positions open as well as one Temporary position in Santa Barbara. Works in partnership with the team teacher to develop weekly lesson plans for preschool children, develops and maintains a safe and positive classroom climate, and an intentional learning environment; screens and assesses each child using appropriate screening/assessment tools; individualizes the educational plans for each child based on ongoing developmental assessments. Engages parents of various cultural backgrounds in their Childs education. REQ: Teacher I - 12 units in Early Childhood Education/Child Development in core course or hold Associate Teacher permit or Child Development Associate permit. Teacher II - A.S. Degree in Early Childhood Education/Child Development or a related field and eligible for a Child Development Teacher permit or higher from CA Commission on Teacher Credentialing with three semester units in supervised field experience Teacher III - BA Degree or higher with 12 units of Early Childhood Education/Child Development and eligible for a Child Development Master Teacher permit or higher from CA Commission on Teacher Credentialing with three semester units in supervised field experience and one year or experience as an Early Childhood Teacher. Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers (Toddler & Preschool Teachers III receive \$250 location stipend per month working in Santa Barbara, Goleta & Carpinteria areas)!
TUTOR COORDINATOR	FYS	Santa Barbara	Full-time with benefits. Coordinates tutoring activities to meet student needs; provide related liaison, recruitment and support services; coordinate and provide work direction and guidance to designated tutors. REQ: AA/AS Degree in related field and three years of experience in an education, social service or related program or combination of education and experience. Strong computer knowledge. Valid CA Driver's license. Bilingual (English/Spanish) desired.



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POSITION	PROGRAM	LOCATION	EMPLOYMENT STANDARDS
SUBSTITUTES NEEDED – (Teacher & Associate Teacher level)	CS	All locations	Substitutes, flexible schedule, Open in all our regions, Santa Barbara, Lompoc and Santa Maria areas. Assist in education of preschool children ages 3-5 in Head Start program. Unofficial copies of transcripts required with application. Now offering a Location Stipend for all teaching staff in Goleta, Santa Barbara & Carpinteria Centers (Toddler & Preschool Teachers receive \$250 location stipend per month working in Santa Barbara & Goleta areas)!
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 aid 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 Coordinators 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