



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

# CAREER OPPORTUNITIES

Date: May 22, 2018  
 For Applications Call: Human Resources  
 (805) 964-8857 ext. 1116

**PLEASE POST**

POSITION	PROGRAM	LOCATION	EMPLOYMENT STANDARDS
COOK	CS	Santa Barbara	Part-Time (30 hrs/wk), 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 assigned 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. Food Safety Certificate required within six months following employment; Valid CA Drivers License. Must occasionally lift and/or move up to 50 lbs.
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.
EXECUTIVE ASSISTANT	CN	Goleta	Full-time, benefits. Reporting to the Chief Operating Officer (COO), performs a wide range of complex administrative and clerical support duties to enhance executive effectiveness and represent the Agency Executive Office. REQ: Associate degree and three years related administrative experience; or equivalent combination of education and experience. Relevant experience as an executive assistant supporting C-level executives highly desirable. Intermediate or higher level skills with MS Office Suite (Word, Excel, Outlook and Publisher). Proficiency in social media platforms highly desirable. Valid California Driver's license and appropriate insurance per Agency requirements with acceptable driving record, as determined by the Agency.
MANAGER, PROJECT SUPPORT	FYS	TBD	Full-time, benefits, countywide travel required. Responsible for assuring that all programs and departmental wide standards and requirements are met consistent with contract requirements and agency policies and procedures. The PSM provides expert guidance to the programs in meeting and exceeding standards, evaluations and requirements. Will 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. The PSM analyses data, surveys, and reviews reporting countywide and makes recommendations on program improvements. Interfaces with the community in a variety of coordinated efforts and provides leadership in the planning, development and new initiatives and special projects. REQ: Bachelor's degree in Business/ Administration, Public Administration or Human Services or related field and a minimum of two (2) years supervisory experience with three (3) years of providing services in health or human services programs. Two (2) years direct experience in managing government funded programs, including program and budget planning is highly desired. Knowledge of Project Management software; Spreadsheet software and Word Processing software. Valid California Driver's license. Experience in mental health assessment, treatment, and rehabilitation services, as well as knowledge of behavioral intervention/crisis response techniques highly desirable. Knowledge of Medi-Cal standards and billing regulations, mental health regulations and program audit procedures highly desirable.
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.



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TEACHERS	CS	Santa Barbara Santa Maria Goleta	Multiple positions open. Full-time, part-time & temporary available. 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: <b>Teacher I</b> - 12 units in Early Childhood Education/Child Development in core course or hold Associate Teacher permit or Child Development Associate permit. <b>Teacher II</b> - 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 <b>Teacher III</b> - 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)! Substitute positions in all locations always available.
TRANSPORTATION/ VISITATION AIDE	FYS	Santa Maria	Part-Time (16 hrs/wk) weekends only, located in Santa Maria with countywide travel required. Provide transportation and supervision of foster youth during weekends & holidays (Hours of work are adjusted to meet workload requirements). REQ: High School Diploma and one year general clerical experience and basic computer office applications required. Bilingual (Eng/Span) required. Valid CA Driver's License with reliable transportation required.
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"> <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 Coordinators 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