



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

*Come & Consider Joining Our Team*

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## Community Action Partnership of Madera County

**Title:** Family Services Associate I/II/III

**Location:** Madera, California

**Types:** Full-time; 12 months annually

**Compensation:** \$18.71- \$22.79 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person to be responsible for providing comprehensive technical assistance to parents and/or childcare providers in accordance to State and Federal funding terms and conditions of various alternative payment program contracts.

This individual must have the ability to:

- Read, speak, and write Spanish is required.
- Work closely with the immediate supervisor to ensure program compliance, timelines for reporting, and fraud investigation.
- Attend and relay training from various sessions as they apply to the program.
- Establish effective communication and maintain effective working relationships with staff and community members.
- Provide leadership to staff through motivation, team building and technical support.
- Be self-motivated with strong time management skills; be concerned about self-improvement and career development.
- Be able to relate well to all people of the community regardless of ethnic, racial, religious background or social-economic level.
- Communicate clearly and concisely in both verbal and written formats.
- Work effectively with individuals and groups.
- Exhibit excellent organizational skills.

This individual will demonstrate to possess the knowledge of:

- Computer and data base programs.
- General knowledge of principles, data processing, and record keeping skills.
- Thorough knowledge of general office practice, correspondence preparation, grammar, spelling and punctuation.
- Regulations as how they apply to program funding.
- Child care practices and procedures as pertaining to providing care, parenting and child development education.
- Eligibility and need requirements for Alternative Payment Program.
- Data and documentation requirements for reporting purposes.
- Licensing regulations for family day care, centers and licensed exempt providers.
- Various social services available throughout the community to assist families in need.

Requirements/Qualifications:

- Has a valid California's Driver License.

**Family Services Associate I**

- High School diploma or GED and three years' experience in data processing and increasing responsibility in clerical or secretarial area;
- Three (3) years' experience in Social Services, Family Education or a Health related field.

**Family Services Associate II**

- Associate's Degree in Social Services or related field.
- Two (2) years' experience in Social Services, Family Education or a Health related field.

**Family Services Associate III**

- Bachelor's Degree in Social Services or related field;
- Two (2) years' experience in Social Services, Family Education or a Health related field.

General Physical Requirements:

- Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

**Apply:** visit [www.maderacap.org](http://www.maderacap.org) and submit [an application](#) to [employment@maderacap.org](mailto:employment@maderacap.org)  
Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**