



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

Community Action Partnership of Madera County

Title: Resource & Referral/ Child Care Initiative Project (CCIP) Coordinator

Location: Madera, California

Types: Full-Time at 40 hours weekly; 12 months annually

Compensation: \$23.95 - \$29.18 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person responsible for providing information, training, and technical assistance to parents and childcare providers to help improve the quality of childcare services in our community. Assists in meeting the terms & conditions of state and federal regulations for the Child Care Initiative Program and Child Care Resource & Referral.

This individual must have the ability to:

- Read, speak, and write Spanish is required.
- Serves as an advocate/liaison between families and family service agencies, education facilities, local government, and business regarding childcare needs and funding.
- Establish effective communication and maintain effective working relationships with staff and community members.
- Communicate with California Department of Education and licensing agencies to ensure understanding of program operations.
- Relate well to all people of the community regardless of ethnic, racial, religious background or social-economic level.
- Communicate clearly and concisely both verbal and written.
- Exhibit excellent organizational skills.
- Communicate effectively with staff, providers and agency / business representatives.
- Establish goals and objectives for program activities.

This individual will demonstrate to possess the knowledge of:

- General 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.
- Child care best practices and procedures as pertaining to providing care, parenting, special needs and education.
- Knowledge of business administration as it pertains to the operation of a child care business.
- Federal and state funding terms and conditions outlined in various contracts.
- Community Care licensing requirements for family child care and center based programs.
- Required documentation for audit purposes both program and fiscal.
- Budget and fiscal guidelines.

Requirements/Qualifications:

- Bachelor's Degree in Public Administration, Social Work, Sociology or related field.
- Three years of experience working with grants in writing, collecting and reporting data, or carrying out objectives.
- Two years of experience in management is preferred.

General Physical Requirements:

- Exerting up to 15 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 and submit [an application](#) to 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