



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.

Join Our Team!

We Are Hiring!

Community Action Partnership of Madera County

Title:	Program Technician – Human Resources
Types:	Full-time; 12 months annually
Location:	Madera, California
Pay Range:	\$19.14 - \$23.32 per hour
Benefits:	Medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

How to Apply:

1. Visit www.maderacap.org and apply.
2. Fill out and submit the [Application](#) to employment@maderacap.org.

[CAPMC](#) is seeking a strategic and creative person to be responsible for performing essential duties to assist in processing, maintaining, and updating agency personnel files. This role involves attention to detail and adherence to confidentiality protocols. Including entering data information into the agency's database system accurately and efficiently.

This individual must have the ability to:

- Speak, read, and write Spanish is preferred.
- Operate a 10-key, copy machine, use Microsoft Outlook, Teams, 365 products and other office machinery, computer software.
- Create reports, graphs, and spreadsheets as needed for reporting purposes.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency's computers, copy machines, and White Fleet.
- Effectively communicate with staff, customers and agency/business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Sustain cooperative relationships with those contacted in the course of work.
- Follow work schedule as well as written and oral instructions.
- Establish and maintain cooperative working relationships with vendors.
- Obtain Pediatric First Aid and CPR certification within 6 calendar months of hire, and re-certification bi-annually.

This individual will demonstrate to possess the knowledge of:

- CAPMC Head Start Program, Head Start Performance Standards, State regulations (where applicable), and licensing regulations.
- Health education and planning
- Child and family health care which includes preventative, early intervention, and health maintenance practices.
- Early childhood growth and development principles.
- Understanding of Mandated Reporting Requirements.

- Understanding of California Immunization Requirements.
- Emergency / accident responding procedures.
- Computer applications, i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Principals of data processing and record keeping skills.
- Basic business math.

Requirements/Qualifications:

- Associate degree in child development, health & human services, or related field and 1 year of increasingly responsible experience in a clerical or secretarial field.
OR
- High School Diploma or GED and 2 years of increasingly responsible experience in a clerical or secretarial field.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

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.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start funded positions.

CAPMC will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, when CAPMC is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenges the accuracy of the background report. Find out more about the Fair Chance Act by visiting calcivilrights.ca.gov/fair-chance-act/.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer

Caring



Responsibility



Fairness



Respect



Citizenship



Trustworthiness

