



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:	Shelter / Resident Support Aide
Types:	Part-time; Thursday, Friday, Saturday
Location:	Madera, California
Pay Range:	\$16.91 - \$20.61 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 is seeking a strategic and creative person to be responsible for performing the necessary duties to assist clients with daily activities. Assists shelter staff with maintaining shelter supplies, food, donations, and shelter facilities.

This individual must have the ability to:

- Work effectively with clients and their children from all socio-economic cultural backgrounds.
- Pass a background investigation intended to identify factors, which may limit effective performance on the job and other areas consistent with local practice and policies.
- Work evening/night shift as required.
- Pass the Rape/Sexual Assault/Domestic Violence Training.
- Understand and carry out oral and written directions.
- Maintain accurate records.
- Operate necessary office machines.
- Maintain cooperative relationships with those contacted in the course of work.
- Speak, read and write Spanish is required.
- Complete 40-65-hour Domestic Violence Counselor training per Evidence Code 1037.1.

This individual will demonstrate to possess the knowledge of:

- Community Resources
- Family Activities

Requirements/Qualifications:

- High School diploma or GED.

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 challenge 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

