



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!

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## Community Action Partnership of Madera County

<b>Title:</b>	<b>Advocate II / III</b>
<b>Types:</b>	Full-time; Seasonal 10 months annually
<b>Location:</b>	Madera, California
<b>Pay Range:</b>	II \$22.75 - \$27.71 per hour III \$24.50 - \$29.85 per hour
<b>Benefits:</b>	Medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

### How to Apply:

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

[CAPMC](#) is seeking a strategic and creative person to be responsible for supporting family engagement in the program by offering activities that support parent-child relationships, parent's needs, referral and indirect service (health, social services, education and nutrition) assist parents in advocating for their children in the community and school system, recruiting, registering families and children and maintaining family and child records and files.

This individual must have the ability to:

- Speak, read, and write Spanish is required.
- Use Microsoft Outlook, Teams, 365 products.
- Establish and maintain a positive working relationship with family members, community resource workers, center staff, and coordinates.
- Communicate and work effectively with families from all socio-economic and cultural backgrounds.
- Use computer software inclusive of program tracking software ChildPlus/COPA, as applicable to the program.
- Manage and prioritize time and tasks to ensure all component areas are in compliance and services to children and families are provided in a timely manner.
- Maintain accurate records.
- Use verbal and written communication skills effectively.
- Adapt to change and be flexible.

This individual will demonstrate to possess the knowledge of:

- Community and health resources for children and families.
- Family system theory and communications techniques.
- Basic knowledge of CPR and First Aid

Requirements/Qualifications:

**Advocate III**

- Bachelor's degree in Social Work, Sociology, or related field.
- Experience in case management preferred.
- Ensures yearly a minimum of 15 hours of professional growth hours are completed and documented.

**Advocate II**

- Associate's degree in in Social Work, Sociology, or related field.
- Two years of work experience in the field of social service.
- Experience in case management preferred.
- Ensures yearly a minimum of 15 hours of professional growth hours are completed and documented.

LICENSES / CERTIFICATES / PERMITS:

- Must obtain Family Development Credential within 18 months of hire.

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.

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

