



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**

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<b>Title:</b>	<b>Housing Case Worker</b>
<b>Types:</b>	Full-time; 12 months annually
<b>Location:</b>	Madera, California
<b>Pay Range:</b>	\$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).

This position is responsible for providing homeless clients with direct case services including advocacy, support, goal setting, assistance in identifying options, evaluation of needs and information, and making necessary community linkages to support their self-sufficiency goals under Homeless Engagement for Living Program (HELP Center).

This individual must have the ability to:

- Speak, read and write Spanish is required.
- Use Microsoft Outlook, Teams, 365 products.
- Communicate effectively orally and in writing with individuals and groups.
- Work effectively under conditions of limited supervision, high stress and rapidly changing situations and circumstances.
- Demonstrate sensitivity to the generation / cultural / ethnic diversity of the service population.
- Have excellent documentation/organizational skills.
- Supervise and provide training in a structured setting.
- Work as a team with other CAPMC employees.

This individual will demonstrate to possess the knowledge of:

- Services for homeless individuals and families.
- Community resources and demographics of Madera County.
- The Fresno Madera Continuum of Care Coordinated Entry System
- Housing of Urban Development (HUD) Regulations for Permanent Supportive Housing Programs
- Fair Housing Laws
- Housing First Approach

#### **Requirements/Qualifications:**

- Bachelor's degree in Social Work, Psychology, Counseling or related field.
- One year experience working in a similar or related field or equivalent of education/experience substitute.

#### **Licenses/Certificates/Permits:**

- Valid California Driver's License

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/](http://calcivilrights.ca.gov/fair-chance-act/).

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

