



# CAPMC IS HIRING!

We are committed to shaping a vibrant, healthy community ideal for families, work, and recreation. We seek skilled, values-driven team members eager to combat poverty and empower individuals towards self-reliance and economic stability.

**New positions are available in various departments.**

## **Family Services Associate I / II / III**

**Description:** This position is responsible for providing comprehensive technical assistance to parents and/or childcare providers in accordance with State and Federal Funding Terms and Conditions of various Alternative Payment Program Contracts.

### **Family Services Associate I:**

- High School Diploma or GED.
- Three years' experience in Social Services, Family Education or a Health-related field with eligibility and case management responsibilities.

### **Family Services Associate II:**

- Associate's degree in Social Services or related field.
- Two years' experience in Social Services, Family Education or a Health-related field with eligibility and case management responsibilities.

### **Family Services Associate III:**

- Bachelor's Degree in Social Services or related field.
- Two years' experience in Social Services, Family Education or a Health-related field with eligibility and case management responsibilities.

## **How to Apply**

Interested candidates should submit an online application by scanning the QR Code or by visiting [www.maderacap.org/jobs](http://www.maderacap.org/jobs).





## Outreach Navigator

**Description:** The Outreach Navigator acts as a bridge between unsheltered individuals and supportive services by conducting outreach and building relationships. This position conducts assessments, engages high-risk populations, and supports their transition into case management and housing services.

### **Education and Experience:**

- Associate's Degree in Human Services or related field with a year experience working in the field of study. – OR –
- High school diploma, GED or demonstrate high school level proficiency mathematics, science, social studies and language arts sufficient to perform the essential function of the position, with two or more years' experience working in a similar or related field.

## Receptionist

**Description:** This position is responsible for meeting and greeting visitors and providing them directions and information, answering and forwarding phone calls, notifying Agency's personnel for visitor arrivals, maintaining security and telecommunications system, keeping lobby area tidy.

### **Education and Experience:**

- High school diploma or GED.
- Six months' experience in clerical or secretarial work.

## How to Apply

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# Community Services

## Housing Case Worker – Shunammite Place

**Description:** 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.

**Education and Experience:**

- 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.

### How to Apply

Interested candidates should submit an online application by scanning the QR Code or by visiting [www.maderacap.org/jobs](http://www.maderacap.org/jobs).





# Human Resources

## Human Resources Generalist

**Description:** This position is responsible for performing human resources functions in the areas of benefits, development/training programs, on-going development supports, and wellness supports.

**Qualifications:** To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, core competencies, and/or physical required. As required by state and federal law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position so long as they do not pose an undue hardship to CAPMC.

**Education and Experience:**

- Bachelor's degree in Business, Human Resource Management, Organization Development or related field.
- Three years' experience in Human Resources position and personnel management.
- Familiar with employment law, fringe benefits, compensation, organizational planning, organizational development, employee relations, safety, industrial illness and injuries, and labor relations.

## How to Apply

Interested candidates should submit an online application by scanning the QR Code or by visiting [www.maderacap.org/jobs](http://www.maderacap.org/jobs).





## Associate Teacher

**Description:** This position is responsible for providing a center- based educational program for children 0-5 years that meets the Head Start Performance Standards, utilizes developmentally appropriate practices for children and complies with Community Care Licensing Regulations.

### **Option I:**

- Associate's degree in Early Childhood Education (ECE) or Child Development (CD).
- 12 units of ECE/CD including Core Courses.
- One year's teaching experience.
- Must continue taking ECE or CD classes.
- Ensures a minimum of 15 professional growth hours are completed and documented annually.

### **Option II:**

- High School Diploma or GED and must be enrolled and maintain educational plans leading to an associate degree or bachelor's degree in child development, early childhood education, or equivalent coursework.
- 12 units of ECE/CD including core courses. One year's teaching experience.
- One year's teaching experience.
- Must continue taking ECE or CD classes.
- Must complete 105 hours of professional growth every five years.
- Ensures a minimum of 15 professional growth hours are completed and documented annually.

## How to Apply

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## Teacher I / II / III

**Description:** This position is responsible for providing a center / home-based educational program for children that meets the Head Start Performance Standards, utilizes developmentally appropriate practices for pre-school or infant/toddler children and complies with Community Care Licensing Regulations

### **Teacher I:**

- 24 units of Early Childhood Education (ECE) / Child Development (CD) Core Courses.
- Two years teaching experience.
- Ensures a minimum of 15 professional growth hours are completed and documented annually.

### **Teacher II:**

- Associate's degree with 24 units of ECE / CD, including core courses.
- One year teaching experience.
- Ensures a minimum of 15 professional growth hours are completed and documented annually.

### **Teacher III:**

- Bachelor's Degree with 24 units of ECE / CD, including core courses.
- One year teaching experience.
- Ensures a minimum of 15 professional growth hours are completed and documented annually.

## How to Apply

Interested candidates should submit an online application by scanning the QR Code or by visiting [www.maderacap.org/jobs](http://www.maderacap.org/jobs).





## Instructional Aide I/II / Janitor

**Description:** This position is responsible for performing the necessary duties to assist in the implementation of a developmentally appropriate practices for infants, toddlers, or preschool children that meets the Head Start Performance Standards, and complies with Community Care Licensing Regulations.

### **Instructional Aide I / Janitor:**

- High School Diploma or GED, and
- Completes a minimum of 0-5 Early Childhood Education (ECE) or Child Development (CD) units within 12 months of hire.
- Enrolls and maintains educational plans leading to an Associate's Degree in child development, early childhood education, or equivalent coursework following initial employment.
- Some experience working with preschool aged children and cleaning.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

### **Instructional Aide II / Janitor:**

- High School Diploma or GED, and
- Completes 6-11 units in Early Childhood Education (ECE) or Child Development (CD) units,
- Enrolls and maintains educational plans leading to an Associate's Degree in child development, early childhood education, or equivalent coursework following initial employment.
- One year of experience working with children 0 to 5 years with childcare facility cleaning procedures.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

## How to Apply

Interested candidates should submit an online application by scanning the QR Code or by visiting [www.maderacap.org/jobs](http://www.maderacap.org/jobs).





# Victim Services

## Prevention Advocate II/III

**Description:** This position is responsible for providing prevention education programs and mandated reporter training to schools, community organizations, and professionals. Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service population and to be sensitive to the needs of special populations.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. As required by state and federal law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position so long as they do not pose an undue hardship to CAPMC. Completion of the Sexual Assault/Domestic Violence Counselor training per Evidence Code 1035.2-1035.4 and 1037.1 is required.

### **Prevention Advocate III:**

- Bachelor's Degree in Criminology, Victimology, Social Work, Sociology, Psychology, or a related field and/or
- Ten years of experience as a Prevention Advocate II.

### **Prevention Advocate II:**

- Associate's Degree in Criminology, Victimology, Social Work, Sociology, Psychology, or related field and/or
- Two years of case management or work experience in the field of social services.

## How to Apply

Interested candidates should submit an online application by scanning the QR Code or by visiting [www.maderacap.org/jobs](http://www.maderacap.org/jobs).





# Victim Services

## Shelter / Resident Support Aide

**Description:** This position is responsible for performing the necessary duties to assist clients with daily activities. Assists shelter staff with maintaining shelter supplies, food, donations, and shelter facilities upkeep.

**Qualifications:** To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, core competencies, and/or physical required. As required by state and federal law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position so long as they do not pose an undue hardship to CAPMC. Mandatory completion of the Domestic Violence Counselor/Sexual Assault training per Evidence Code 1035.2-4 and 1037.1 is required.

**Education and Experience:**

- High School diploma or GED is preferred.

## How to Apply

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