



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**

<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
<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 performing human resources work in the areas of recruitments, employee/labor relations, compensation/performance management, recordkeeping, health, and safety.

This individual must have the ability to:

- Have computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint.
- 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.
- Work as a team with other CAPMC employees.
- Communicate orally and in writing in English.
- Communicate orally and in writing in Spanish is preferred.

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 Homeless Coordinated Access 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.

#### **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 taking into account the provisions of CAPMC's absenteeism policies and consistent with laws and regulations such as the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and other federal,

state, and local standards.

- Able to perform the essential job functions of the job subject the potential reasonable accommodations subject to the standards and limitations of the ADA, FEHA and federal, state leave laws including, without limitation, the FMLA, CFRA, PDL and other federal and state laws and regulations.

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**

