



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:	Program Assistant / Clerk Typist II
Types:	Full-time; 12 months annually
Location:	Madera, California
Pay Range:	\$18.86-22.98
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.

This position is responsible for serving as an assistant to the department supporting Alternative Payment and Resource & Referral Program.

This individual must have the ability to:

- Read, speak, and write in Spanish is required.
- Use Microsoft Outlook, Team, 365 products.
- Enter, verify, and analyze data for reports.
- Work closely with immediate supervisor to ensure program compliance, timelines for reporting, and fraud investigation.
- Attend and relay training from various sessions as they apply to the program.
- Establish effective communication and maintain effective working relationships with staff and community members.
- Possess interpersonal, problem solving, and organizational skills.
- Be self-motivated with strong time management skills; be concerned about self-improvement and career development.
- Manage time effectively and meet deadlines.
- Be able to relate well to all people of the community regardless of ethnic, racial, religious background or social-economic level.
- Communicate clearly and concisely in both verbal and written formats.
- Work effectively with individuals and groups.

This individual will demonstrate to possess the knowledge of:

- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets utilizing Microsoft Office software.
- General knowledge of principles, data processing, and record keeping skills.
- Thorough knowledge of general office practice, correspondence preparation, grammar, spelling, and punctuation.
- Regulations as how they apply to program funding.
- Childcare practices and procedures pertaining to providing care, parenting, and child development education.

- Eligibility, and Need requirements for Alternative Payment Program.
- Data and documentation requirements for reporting purposes.
- Licensing regulations for family day care, centers, and licensed exempt providers.
- Various social services are available throughout the community to assist families in need.

Requirements/Qualifications:

- High School Diploma or GED.
- One year's experience in data processing
- Two years' experience in clerical or secretarial field.
- 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 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 challenges 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



