



CAREER OPPORTUNITIES

August 12, 2010, Issue 684

FILING PROCEDURE

A completed Community Action Partnership Employment Application must be received at 1030 Southwood Drive, San Luis Obispo, CA 93401 no later than 5:00 p.m. on the closing date. For a complete job announcement or application please contact CAPSLO at (805) 544-4355 or visit our web site at www.capslo.org.

Internal Recruitment

➔ **Preschool Instructional Aide III, IV (#1356)**

Location: Oceano (Five Cities)

Program: Head Start

Salary Range: \$9.70 - \$15.08/hr. *DOE*

Shift: M-F, 8:00am – 4:30pm

Status: Regular (Aug-May), FT, 40hrs/wk

Benefits: Yes

Supports Administration, Center Supervisor and Teacher(s) at the preschool center in carrying out overall program goals and objectives in a positive, open and productive manner. *MQ's*: 12ECE/CD units, 6 months related experience with children ages 0-5 and qualify for an Associate Teacher permit. *Bilingual/Biliterate Required in English & Spanish (differential provided)* **Close Date: 8/16/10**

Open Recruitment

➔ **Preschool Teacher I, II, III (#1348)**

Location: San Luis Obispo (Children's Waiting Room)

Program: Head Start

Flat Rate: \$12.38 - \$19.24/hr. *DOE*

Shift: M-F, 7:30am – 4:30pm

Status: Regular (Aug-May), FT, 40hrs/wk

Benefits: Yes

Assists the Center Supervisor with the implementation of the Head Start Program in an assigned preschool center and classroom. *MQ's*: 24 ECE/CD units, 16 units general education, 6 months related teaching experience with children ages 0-5 and a Teacher Permit or higher (see job announcement online for alternative qualifications). Must have dependable/insured transportation, valid CA driver license and acceptable driving record. *Bilingual/Biliterate Desired in English/Spanish (differential provided)*. **Close Date: Until Filled**

➔ **Preschool Teacher I, II, III (#1351)**

Location: Cambria

Program: Head Start

Flat Rate: \$12.38 - \$19.24/hr. *DOE*

Shift: M-F, 7:30am – 4:30pm

Status: Regular (Aug-May), FT, 40hrs/wk

Benefits: Yes

Assists the Center Supervisor with the implementation of the Head Start Program in an assigned preschool center and classroom. *MQ's*: 24 ECE/CD units, 16 units general education, 6 months related teaching experience with children ages 0-5 and a Teacher Permit or higher (see job announcement online for alternative qualifications). Must have dependable/insured transportation, valid CA driver license and acceptable driving record. *Bilingual/Biliterate Desired in English/Spanish (differential provided)*. **Close Date: 8/24/10**

Substitute Teacher (#1354)

Location: SLO & SB Co. (Nipomo, Santa Maria, Lompoc)

Program: Migrant & Seasonal Head Start

Flat Rate: \$12.00/hr.

Shift: Centers open M-Sat, days & hrs vary (as-needed)

Status: Substitute (on-call)

Benefits: No

Assists the Center Supervisor with the implementation of the Migrant & Seasonal Head Start Program in an assigned preschool or infant/toddler center and classroom. *MQ's*: 12 units ECE/CD, 6 months related teaching experience with children ages 0-5 and an Associate Teacher Permit. *Bilingual/Biliterate Desired in English/Spanish*. **Close Date: 8/16/10**



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Substitute Instructional Aide II, III, IV (#1353)

Location: SLO & SB Co. (Nipomo, Santa Maria, Lompoc) Shift: Centers open M-Sat, days & hrs vary (as-needed)
 Program: Migrant & Seasonal Head Start Status: Substitute (on-call)
 Salary Range: \$8.80 - \$15.08/hr. Benefits: No

Supports Administration, Center Supervisor and Teacher(s) at the preschool and/or infant/toddler centers in carrying out overall program goals and objectives in a positive, open and productive manner. *MQ's*: 6 ECE/CD units with a grade of "C" or better or credit. *Bilingual/Biliterate Desired in English & Spanish* **Close Date: 8/16/10**

Preschool Instructional Aide III, IV (#1349)

Location: Paso Robles (Oak Park) Shift: M-F, 8:30am – 5:30pm
 Program: State Child Development Status: Regular, FT, 40hrs/wk
 Salary Range: \$9.70 - \$15.08/hr. *DOE* Benefits: Yes

Supports Administration, Center Supervisor and Teacher(s) at the preschool center in carrying out overall program goals and objectives in a positive, open and productive manner. *MQ's*: 12ECE/CD units, 6 months related experience with children ages 0-5 and qualify for an Associate Teacher permit. *Bilingual/Biliterate Desired in English & Spanish (differential provided)* **Close Date: 8/18/10**

Shelter Supervisor (#1324)

Location: San Luis Obispo (MLM Shelter) Shift: Shelter open Mon-Sun (days vary), 3pm – 12am, hrs may vary
 Program: Homeless Services Status: Regular, FT, 30hrs/wk
 Salary Range: \$12.09 - \$17.05/hr. *DOE* Benefits: Yes

Under the direction of the Homeless Services Program Manager, responsible for assisting, supervising and coordinating Homeless Shelter staff and volunteers. *MQ's*: Requires a combination of related education and experience equal to 3 years providing direct human services to the economically disadvantaged, physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, and/or at risk youth. Must have 1 year supervisory experience or experience training staff and/or volunteers. Must have valid CA Driver License, and acceptable driving record. *Bilingual/Biliterate Desired in English/Spanish (differential provided)*. **Close Date: 8/12/10**

*** *Infant/Toddler Caregiver Assistant III, IV (#1345)-2 Openings***

Location: Paso Robles (Georgia Brown) Shift: M-F, 7:30am – 4:30pm or 8:00am – 5:00pm
 Program: Early Head Start Status: *Regular (Aug-June), FT, 40hrs/wk
 Salary Range: \$9.70 - \$15.08/hr. *DOE* Benefits: Yes
**This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.*

Assists Caregiver and/or Lead caregiver in providing responsive care and education for a group of infants or toddlers and their families in an Early Head Start Center. *MQ's*: 12ECE/CD units, 6 months related experience with children ages 0-5 and qualify for an Associate Teacher permit. *Bilingual/Biliterate Required in English & Spanish (differential provided)*
Close Date: *Until Filled

*** *Home Visitor Interim, I, II, III (#1286)***

Location: San Luis Obispo County (works out of SLO office) Shift: M-F, 8:00am – 5:00pm
 Program: Early Head Start (EHS) Status: *Regular, FT, 40hrs/wk
 Salary Range: \$11.24 - \$19.24/hr. *DOE* Benefits: Yes
**This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.*

Provides direct services in the home to pregnant women and families with a child, birth to age five, who are enrolled in Early/Head Start Home Base Program Option. The role of the Home Visitor will be to serve as a resource for parents and be a facilitator for learning. **MQ's: 12 ECE/CD units, 3 units infant/toddler development, 6 months related teaching*



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experience with children ages 0-5 and an Associate Teacher permit or higher (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License, and acceptable driving record. *Bilingual/Biliterate Required in English & Spanish (differential provided).* **Close Date: *Until Filled**

* ***Family Services Advocate II, III (#1322)***

Location: Nipomo (Cielito)

Program: Migrant & Seasonal Head Start/State Child Development

Salary Range: \$12.38 - \$19.24/hr. *DOE*

Shift: M-F, 8:00am – 5:00pm, hrs may vary

Status: Limited Term (up to 12 mos), FT, 40hrs/wk

Benefits: Yes

Responsible for recruitment of children, verification of eligibility, parent orientation, referral of parents to community resources and local social services agencies and updating children's health records. *MQ's*: AA/AS in Child/Human Development, Psychology, Social Science or Liberal Studies plus 1 year work experience in client casework and/or client eligibility setting **or** BA/BS in a related field. Must have dependable/insured transportation, valid CA Driver License, and acceptable driving record. *Bilingual/Biliterate Required in English & Spanish.* **Close Date: *Until Filled**

* ***Teacher I, II, III (#1283)***

Location: Nipomo (Cielito)

Program: Migrant & Seasonal Head Start

Salary Range: \$12.38 - \$19.24/hr. *DOE*

Shift: M-F, 6:00am – 3:00pm

Status: Seasonal (Feb-Oct), FT, 40hrs/wk

Benefits: Yes

Responsible for the implementation of the Migrant and Seasonal Head Start Program in an assigned infant/toddler classroom and center. *MQ's*: 24 ECE/CD units, 3 units infant/toddler development, 16 units general education, 6 months related teaching experience with children ages 0-5 and a Teacher permit or higher (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License, and acceptable driving record. **Close Date: *Until Filled**

Accountant (#1304)

Location: San Luis Obispo

Program: Central Administration (Finance Dept.)

Salary Range: \$21.19 - \$29.86/hr. *DOE*

Shift: M-F, 8:00am – 5:00pm, hrs may vary

Status: Regular, FT, 40hrs/week

Benefits: Yes

Provides accounting and budgetary support to a wide variety of programs within the Organization, including timely and accurate reporting, reconciliation of general ledger accounts, preparing adjustments, analyzing financial statements and budgeting. *MQ's*: BA/BS in Accounting or related field and a minimum of 3 years experience in the field of accounting. Overall experience with accounts payable, receivables, financial statement analysis, and bank reconciliations. **Close Date: Until Filled**

* ***Finance Specialist (#1267)***

Location: San Luis Obispo

Program: Child, Youth & Family Services (CYFS)

Salary Range: \$14.34 - \$20.22/hr. *DOE*

Shift: M-F, 8:00am – 5:00pm

Status: Regular, FT, 40hrs/week

Benefits: Yes

Provides fiscal and administrative support to the Head Start, Early Head Start and Migrant & Seasonal Head Start Programs. *MQ's*: AA/AS Degree (preferred) and at least 3 years related work experience or an equivalent combination of education and experience which will provide for at least 5 years of administrative/financial experience. Must be proficient with the use of a computer and able to work in MS Excel and Word software; create spreadsheets and formulas as well as databases as needed for the program's fiscal support. Must be able to type 45 wpm and accurate 10 key by touch. **Close Date: *Until Filled**



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Nurse Practitioner, Nurse Midwife or Physician Assistant Substitute (#1291)

Location: San Luis Obispo & Arroyo Grande

Shift: Days and hours vary

Program: Health Services

Status: Substitute (on-call status)

Salary Range: \$32.87 - \$46.31/hr. *DOE*

Benefits: No

Works in collaboration with physicians, patient services assistants and Clinic Follow-Up Case Manager to provide general reproductive care services for teens, men and women, including women in perimenopause, menopause and post menopause.

MQ's: Must be a Licensed Nurse Practitioner, Physician Assistant, or Nurse Midwife. Must have dependable/insured transportation, valid CA Driver License, and acceptable driving record. **Close Date: Until Filled**

Applicant Information

Selection Process: All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

Employment Requirements: All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

Internal Recruitments: Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Internal transfers (positions in the same or a lower salary grade) require three months successful employment in their current position and promotional transfers (positions in a higher salary grade) require six months of successful employment in the current position.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.