

## OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

### **Eligibility Technician/Childcare Worker**

In this role, the Eligibility Technician/Childcare Worker will assist with the development and implementation of program procedures and ensure that requirements are aligned to build sustainable support in impacting the lives of hundreds of residents, playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

## WHO WE ARE

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission *"We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community."*

## VALUES

In addition to our EPIC values our external values are as follows:

### **Leadership**

We are guiding critical shifts in how people think and act to address the root causes of poverty

### **Collaboration**

We bring together all capable partners to achieve transformative results

### **Trust**

For over 50 years, the community has counted on us to empower those in need

### **Compassion**

We treat each person we serve respectfully and with great care

### **Justice**

We are passionate about advocating for those living in poverty and creating equity throughout the region

## WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under general supervision, the Eligibility Technician/Childcare Worker will support the FaCT programs at El Modena Family Resource Center (“Center”) by providing children care services while parents participate in program activities (such as attending classes, workshops, or counseling sessions) at the Center. Selected candidate must be bi-lingual in English/Spanish.

The Eligibility Technician/Childcare Worker will work 4.0 to 6.0 hours per week on varying days during the work week, which may include weekends. This position is a hands-on position performing all job duties on-site at the Center. This position will pay \$23.00 per hour.

## ROLES AND RESPONSIBILITIES

- Coordinate children care services that are engaging, relevant for the age group, provide a nurturing environment, while ensuring participants are treated fairly and equally.
- Plan a variety of engaging activities to keep children safe and occupied.
- Develop and maintain a weekly call-in schedule with Center management to obtain work schedule based on program needs.
- Establish and maintain clear communication methods with Center staff, partner staff and parents.
- Maintain records such as child’s attendance, sign-in sheets, volunteer schedule, etc.
- Assist with training of parent volunteers.
- Other duties as assigned.

## THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Caretaking for youth from diverse cultures, income levels, and ethnic backgrounds.
- Developing, building, and maintaining rapport with staff, youth, parents, and volunteers from culturally diverse backgrounds.



- Use of telephone to provide excellent communicate with Center, parents, partner staff, and volunteers.
- Working both independently and collaboratively within a team.
- Explaining programs, understanding, and following program regulations and procedures.
- Completing reports as directed by Center staff or program requirements, performing basic mathematical equations to accurately complete reports.
- Establishing a filing system for easy storage and retrieval.

### **IDEAL CANDIDATE MUST BE**

- Customer service oriented: Establish rapport with staff, youth, parents, and agency staff from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the program and organization.
- Work focused: Being detailed oriented while working accurately and efficiently on a consistent basis without assistance. Strong organizational skills. May require working weekends/ evenings/ holidays when/if needed to meet youth care taking demands. Workdays and hours of work are subject to change.
- Language skilled: Demonstrate a clear, concise, and effective command of the English and Spanish language. Must be able to translate orally and in writing from/to English and Spanish.
- Mathematical: Write, compose, and complete mathematical calculations correctly and in a timely manner. Compose and compile numbers, statistical data, and obtain other information for forms, reports, and presentations.
- Computer literate: Competently use the Internet, Web based databases, Microsoft Office (Word, Excel, Outlook) and other applications via an office/laptop computer, PC Tablet/Notebook, I-Pad, Camera, Printer, Projector, Copier, Smart cell phone and/or other electronic devices. Experience with virtual communication platforms. Use a variety of computer databases to ensure that client records, statistics and reports are completed.

### **EDUCATION AND EXPERIENCE**

**Required:** High school diploma or equivalent and one year of childcare experience, including working with infants. Experience and/or education which would have applied or developed the required knowledge abilities as stated under minimum qualifications. Certified First Aid and CPR/AED Adult, Child and Infant is desirable.

### **TRAVEL**

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.



Typically, travel is local during the business day to/from CAP OC locations and incumbent will use personal vehicle. Possible travel may be during evening hours.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, prolonged and fine dexterity of fingers and wrists, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and perform computer work. The employee must regularly lift and/or move objects up to thirty (30) pounds. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

### **HOW TO APPLY**

Please Apply at Community Action Partnership of Orange County's website at [www.capoc.org](http://www.capoc.org).

### **MEDICAL EXAMINATION AND BACKGROUND CHECK**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan, and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

