



Center for Nonprofit Leadership

Engage. Learn. Transform.

Employment Opportunities

ALZHEIMER'S ASSOCIATION CALIFORNIA CENTRAL COAST CHAPTER Position Description

The Alzheimer's Association is a national non-profit health organization that focuses on care, support and research for Alzheimer's disease. The California Central Coast Chapter, headquartered in Santa Barbara, serves Santa Barbara, Ventura, San Luis Obispo and Kern Counties and is one of about 70 Chapters nationwide.

In a recent national survey, the Alzheimer's Association was recognized as number 5 in the top 50 nonprofits in the nation to work for as determined by [The NonProfit Times](#), a leading information provider for the nonprofit sector.

Position:	Project Manager for the Oxnard Walk to End Alzheimer's on September 16 at the Channel Islands Harbor and the Thousand Oaks Walk to End Alzheimer's on September 22 at California Lutheran University
Department:	Development Department
Reports to:	Director of Development & Communications
Status:	ASAP

General Summary

This position, which is located in Camarillo, is primarily responsible for planning, coordinating, managing and promoting the Oxnard Walk to End Alzheimer's on September 16 at the Channel Islands Harbor and the Thousand Oaks Walk to End Alzheimer's on September 22 at California Lutheran University. This is currently a short-term, contract position that will begin as soon as possible and end in November/December 2012.

Essential Functions:

- a. Implement, monitor, execute and evaluate all activities including a fundraising and marketing plan that secures the Team and Walker revenue as well as Corporate Sponsorships while managing the logistics as well as the expense budget for both the Oxnard and Thousand Oaks Walks to End Alzheimer's next September.
- b. Recruit, develop and manage Volunteer Walk Planning Committee and provide staff support to key volunteers and volunteer subcommittees committees.
- c. Manage a "Core List" of Team Captains and Walkers to build Team and fundraising efforts through verbal and written communications. Qualify and move Team Captains towards personal solicitation in a coordinated effort with other Development staff.

Personal Characteristics, Knowledge, Skills/Degree Required/Desired and Experience

- a. Development and/or event experience required – Walk organizing experience preferred
- b. Experience with event production and management, volunteer development and management, marketing, public relations, corporate sponsor cultivation and relations
- c. Bachelor's degree preferred
- d. Bilingual Spanish preferred
- e. Self-starter and willing to take initiative

- f. Ability to recruit and manage volunteers at different levels of expertise
- g. Ability to understand and work with budgets
- h. Background in donor databases preferred
- i. Excellent verbal and written communication skills
- j. Excellent organizational skills and attention to detail
- k. Ability to work on a team and develop relationships in the community
- l. Detail-oriented, efficient, and ability to multi-task and meet deadlines
- m. Ability to communicate effectively and empathetically in person, by phone or in writing with board members, staff, corporate representatives and volunteers
- n. Ability to represent the Alzheimer's Association in a professional manner
- o. Willingness to work outside of office hours, some weekends

Working Conditions

- a. Must have personal vehicle, valid driver's license and vehicle insurance that meets the chapter's requirements in order to travel by car to attend meetings in Ventura County and occasional meetings in Santa Barbara County.
- b. Work may be stressful during periods of high volume or tight deadlines

Equipment

- a. Desktop computers and printers
- b. Proficient with MS Word, Excel, PowerPoint, Outlook, Internet and web-based programs
- c. Telephone system, copy machine, fax machine

Rate of Pay: \$19 to \$24 per hour, based on experience

Send cover letter and resume ASAP (and include most recent salary level) to either:

E-Mail: infocentralcoast@alz.org

Mail: Human Resources
 Alzheimer's Association
 California Central Coast Chapter Headquarters
 1528 Chapala St., Suite 204
 Santa Barbara, CA 93101

Posted: 5/15/12

Position Title:	Director of Development and Communications
Department:	Development
Reports To:	Executive Director
Status:	Exempt/Full-time

The Director provides management-level leadership for the development, oversight, execution and monitoring of a diversified comprehensive Development and Communications Plan that is aligned with the Strategic Plan, with a special focus on Walks to End Alzheimer's and Major Gifts.

Essential Job Functions: Fundraising 60% Education 15% Family Services 15% Public Awareness 10%

- Actively participate in the Chapter's Management Team to ensure effective integration of the strategic directions into the Development and Communications Plan.
- Provide leadership to appropriate board committees to ensure timely and responsible decision-making.
- Work with the CEO, Program Director, and the Board to position the Chapter and its programs to maximize fund development and public visibility opportunities.
- Participate in goal setting and development and implementation of strategy to meet revenue objectives.

- Cultivate prospects and current donors in the areas of major gifts, foundations, corporations and planned giving for the Chapter; collaborate with national staff in shared fundraising efforts.
- Oversee the management of the Chapter's seven Walks to End Alzheimer's and other major Chapter-sponsored fundraising events.
- Work closely with the Major Gift Officer to maintain a portfolio of major gift donors/prospects; personally contact donors/prospects; re-contact and re-solicit lapsed major gift donors on behalf of the Association to achieve revenue goals.
- Manage outside grantwriters and write and edit grant applications to private and corporate foundations and local governments and organizations and manage the reporting of program and financial performance.
- Work closely with Development Managers to renew and upgrade intermediate gift donors as well as increase the number of first time intermediate gift donors.
- Work with Development Managers to secure greater corporate support for the Chapter.
- Oversee staff in charge of comprehensive databases.
- Represent the Association at public events, conferences, workshops and the media.
- Participate in the orientation of volunteers and board members to fundraising and involve them as partners in major gift development.
- Review monthly status and analysis reports for internal and external reporting purposes.

Minimum Requirements:

- Minimum 5 years of development/special events experience required
- Minimum 5 years experience in major gift fundraising, soliciting gifts of five+ figures.
- Demonstrated success in personal solicitation of major gifts.
- Demonstrated management skills
- Computer skills in database, word processing and spreadsheet software
- Excellent written and oral communication skills to communicate effectively with donors, prospective donors and volunteers
- Ability to analyze donor giving patterns and formulate appropriate solicitation plans
- Bachelor's Degree or equivalent preferred
- Public speaking experience preferred
- Proficiency on software programs: Microsoft Office, donor database (such as Results Plus, Convio etc.) and Excel, PowerPoint etc.

Physical and Mental Requirements:

- Ability to operate a motor vehicle and possession of a valid driver's license
- Ability to travel throughout the four-county territory, and nationally as required
- Self-starter and willing to take initiative
- Willingness to work some evenings and weekends
- Ability to work on a team and develop relationships in the community
- Ability to work under pressure
- Detail-oriented, efficient, and ability to multi-task

The Alzheimer's Association is an Equal Opportunity Employer; we seek a broad diversity in the makeup of our staff and we strongly encourage minority candidates to apply.

Send cover letter and resume ASAP (and include most recent salary level) to either:

E-Mail: infocentralcoast@alz.org

Mail: Human Resources

Alzheimer's Association

California Central Coast Chapter Headquarters

1528 Chapala St., Suite 204

Santa Barbara, CA 93101

Posted: 5/15/12

Camarillo Ranch Foundation

Camarillo Ranch Manager

Job Description

Reports To: Camarillo Ranch Foundation (CRF) Board of Directors

Resumes should be sent to: Staffing Committee at camranchmgr@yahoo.com

General Duties and Responsibilities:

The Camarillo Ranch Manager develops and maintains close working relationships with the CRF Board, the City of Camarillo, outside agencies both public and private, and the general public, while overseeing and managing all aspects of the Camarillo Ranch House (Ranch) and its facilities and staff. The Manager works under the guidance of Board By-Laws, rules, regulations, policies and procedures, as well as all state and local laws and ordinances.

Duties and Responsibilities (Essential Functions)

- Directs and manages the daily operation of the Ranch.
- Responsible for scheduling and coordinating operations for all events and activities at the Ranch consistent with the Mission and policies of the CRF.
- Acts as advisor to the Board in long term planning and on policy and program decisions.
- Assists the Ranch Board in the presentation and implementation of membership programs and other revenue-generating activities.
- Advises Board on needed capital improvements and equipment for the Ranch.
- Recommends and implements adopted short and long range goals for the Ranch.
- Prepares proposed annual budget and administers adopted budget, including seeking and implementing methods or control measures to increase revenue and decrease expenses.
- Participates in all Ranch employee issues including hiring and disciplining employees as necessary.
- Troubleshoots problems regarding maintenance, scheduling, customers, vendors, etc.
- Responsible for coordinating and assigning office and maintenance work, and prioritizing workloads.
- Oversees and coordinates scheduling and organization of employees, volunteers, contractors, vendors, exhibitors, entertainment, special attractions and events.
- Provides recommendations to the Board on user fees and charges.
- Negotiates contracts with Ranch users pursuant to Board Policies.
- Develops and implements administrative procedures for the effective and efficient operation of the Ranch office, including maintenance of accurate records, files and other documents.
- In conjunction with the Board, develops and administers grant programs designed to bring local, state and federal support to the Ranch.
- Analyzes and advises the Board on the best course of action for public relations issues and internal questions.
- Participates in the promotion of the Ranch by giving speeches at public functions and meetings
- Responds to news media, public groups or individuals, who request information on the Ranch.
- Coordinates the design and intent of advertising programs for the Ranch.
- Develops and executes the promotion, advertising, and public relations of the Ranch's programs and events.
- Develops promotional strategies and events to target specific markets.
- In accordance with Board policy, negotiates advertising contracts with local media.
- Acts as liaison between the Board and users of the Ranch.
- As directed by Board, may represent the Board at meetings with State, County and City officials, community groups and tourism boards.
- As Directed by the Board, represents the Ranch on community boards, committees, and at community events.
- Attends all Board meetings and provides reports and recommendations as necessary.
- Performs other duties and tasks as may be assigned by the Board.

Working Conditions:

The Ranch manager will be required to work in both office and outdoor settings. This is a salaried and exempt position, hours will be flexible and evening and weekend work will be required depending on the needs of Ranch activities. There may be some travel required. Regular attendance is required at various Ranch committee meetings.

Experience and Education Desired:

- Knowledge of non-profit organizations and fund raising,
- Knowledge of event planning and coordination,
- Experience in business management,
- Experience supervising employees and coordinating volunteers,
- Education and skill level necessary to communicate, organize, research and implement programs and initiatives independently and completely
- Any combination of education, training, and/or experience equivalent to completion of a bachelor's degree with major coursework in business, management, communications or related field. Previous experience in event planning, public relations, employee management writing or editorial work highly desirable.

Posted: 5/15/12

Habitat for Humanity**VOLUNTEER LEADER, VOLUNTEER RELATIONS**

Contribute to the mission of Habitat for Humanity by donating your time and expertise to lead our volunteers!
10 Hours per Week, personal vehicle and phone required.

To apply for the Volunteer Relations leadership position, please submit resume and letter of professional intent to Kathleen O'Halloran via email kathleeno@habitatventura.org. Applications are accepted on a rolling basis. Those eligible to be the next Volunteer Leader will be contacted and interviewed

POSITION OBJECTIVE

To communicate efficiently with volunteers on behalf of Habitat for Humanity of Ventura County (HFHVC)

To assist in ensuring that the volunteer experience is mutually positive and valuable for each volunteer and for Habitat for Humanity.

To remain proactively engaged in both the overall mission, and day to day dealings of HFHVC by maintaining constructive relationships with volunteers and volunteer groups.

PRIMARY RESPONSIBILITIES

Group Volunteer Communication

- Post recruitment & scheduling – Pre Volunteer Event
- Send out all Volunteer Event Confirmations (VECs) to Volunteer Groups on a regular basis.
- Communicate with Student Intern about any VEC and volunteerhub changes
- Insure that all volunteer groups are notified of relevant HFHVC Policy and safety procedures
- Check in with and electronically welcome Volunteer Groups before their scheduled Volunteer Event.

Individual Volunteer Communication

- Respond to new individual inquiries via phone and primarily email.
- Schedule time with Habitat Staff for individual inquiries that need and deserve specific attention
- Assist individuals who cannot find sufficient information online or need assistance with our digital Volunteer Management Software (currently, volunteerhub)

Note: Group Volunteer recruitment, scheduling and retention is the responsibility of Habitat Staff. Individual Volunteer engagement and development is the responsibility of Habitat Staff. Volunteer Events are reserved, entered and publically featured by the Student Intern . The Volunteer Leader responsible for Volunteer Relations will complete responsibilities with assistance from the Habitat Staff.

SPECIFIC DUTIES

- Work in administrative offices and off site
- Use digital volunteer management tools (volunteerhub) to ensure organized communication with volunteers.
- Use digital project management tools (trello) to ensure organized communication with Habitat Team
- Maintain and expand a database of HFHVC volunteers.
- Maintain up-to-date volunteer information on website and keep electronic record of edit copy.
- Assist Staff in administering Volunteer Surveys and Volunteer Orientations
- Assist with the development of Volunteer Leadership Positions
- Assist with the development of Youth Programs
- Communicate with Staff to understand phases of construction and week-to-week logistics of Volunteer Events
- Assist in maintaining a positive, professional, safe, and harassment free work environment
- Serve as ambassador for Habitat for Humanity of Ventura County in the community

All Volunteer Leaders are responsible for managing their volunteer time and will be held accountable for communicating unfinished or remaining tasks to Habitat Staff. Since ALL Volunteer Leader duties are ultimately the responsibility of Habitat Staff, strong communication is of highest importance to the efficiency and mutually positive outcome of HFHVC's Leadership Development Initiatives.

EDUCATION EXPERIENCE KNOWLEDGE AND SKILLS

- Excellent communication, writing and interpersonal skills.
- Must be very organized, self-motivated and have the ability to affect change.
- Strong attention to detail and administrative skills; including planning, scheduling, and managing details efficiently and effectively.
- Highly at working in a fast paced customer service environment.
- Computer proficiency including familiarity with the Internet, Cloud Computing, MS Office, Online Volunteer Management and Project Management Tools.
- Experience in management and motivation of volunteers is a plus.
- Willingness to learn new related skills.
- A basic understanding of Habitat for Humanity and commitment to the mission of the organization.

STIPEND

After completion of training and 6 week review period, Volunteer Leaders will be eligible for a phone and gas stipend from HFHVC!

Posted 4/1/12

INTERFACE CHILDREN & FAMILY SERVICES – Various Positions

Call Specialist – Bilingual Required

2-1-1

Full-Time & Intermittent On-Call (0 - 19 hours per week) Openings

Hourly rate: \$12/hr (includes bilingual incentive) + \$1/hr *with active AIRS CIRS Certification*

PLEASE INDICATE AVAILABILITY (DAYS, EVENINGS, WEEKENDS AND ANY SCHEDULE LIMITATIONS) WHEN RESPONDING TO THIS JOB

OVERVIEW

Deliver high quality, professional information and referral services to callers and actively support department functions. Assess caller needs, search online database for organizations that are capable of meeting those needs, provide caller with referrals to multiple organizations and thoroughly document each call. Other duties as assigned.

Work varied hours, including nights, weekends and holidays as needed.

DUTIES

- Provide high quality, multidimensional information and referral services to callers from multiple counties.
- Help each caller identify their health and human service needs.
- Thorough documentation of each call in call handling database.
- Active participant in keeping resource database updated with accurate information about community resources.
- Actively support Call Center team and management in maintaining and developing services.
- Report technical or programmatic issues as needed.
- Work varied hours, including nights, weekends and holidays as needed.
- Extended hours as needed in times of disaster in any county served.
- Other duties as assigned.

QUALIFICATIONS

- Bilingual (English/Spanish) REQUIRED.
- Effective, accurate written (English) and verbal (English and Spanish) communication required.
- Excellent customer service skills required, particularly in relation to phone-based services.
- Minimum AA degree or equivalent experience.
- 1 to 2 years experience in call center preferred.
- Familiarity with social services delivery systems strongly preferred.
- Must work well in a team environment.
- Must show personal initiative for following guidelines and directions.
- Must have strong skills in use of computer and telephone communication and documentation.
- Completion of Alliance of Information and Referral Services certification within one to three years of hire is encouraged.
- Successful background and criminal clearance required.

Advocate On-Call – Bilingual Required (On-Going Posting)

Family Violence Response Team

Intermittent On-Call 0 to 19 hours per week
Hourly rate: \$14 per hour (includes bilingual incentive)

AFTER HOURS SHIFTS - NIGHTS/WEEKENDS

OVERVIEW

This position reports to the Interface Family Violence Response Team Manager and constitutes a member of the On Call Family Violence Response Team responding during assigned shift to crisis calls by phone or in person to provide immediate crisis counseling, advocacy and support to DV victims and their children.

DUTIES

- Respond immediately by phone or in person to calls from law enforcement and/or DV victims.
- Provide crisis counseling and shelter support.
- Assess immediate needs for safety, shelter, food as well as clarify safe alternatives.
- Arrange emergency shelter placement when appropriate.
- Transport victim/children to shelter or other safe location.
- Complete all required documentation associated with crisis sessions and services provided.
- Complete and turn in documentation to IFVRT manager in a timely manner.
- Maintain lines of communication with IFVRT manager following shift or for assistance when troubleshooting, and with shelter staff when making shelter client placements.
- Attend IFVRT Meetings.
- Maintain familiarity with the resources in Ventura County to assist when making referrals.
- May participate in community events, fundraising efforts and community education.
- May participate in law enforcement Briefings.
- Maintain confidentiality regarding clients per California Evidence Code Section 1037-1037.8.
- Other duties as assigned.

QUALIFICATIONS

Minimum qualifications include fluent bilingual English/Spanish oral communication skills; 1 year experience providing crisis response services in cooperation with either law enforcement, mental health or social service organizations; excellent time management skills; team player; self-starter; interact effectively with and collaboratively with domestic violence advocates, mental health professionals, social workers and law enforcement. Ability to work night shift/weekend shift. Must be sensitive and competent to serve diverse cultures, adults and children from diverse socioeconomic groups, minorities, religions and sexual orientations. Must be familiar with Ventura County resources necessary to meet the needs of immediate response to victims and their children. BA in social service preferred. 40 Hour DV Training within 3 months of hire date. Computer literacy with MSWord, PowerPoint and the Internet. A criminal clearance, proof of valid California license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by our insurer. Masters Degree in psychology or related field preferred. Requires a minimum of a Bachelor's degree in related field.

Group Facilitator Trainee – Bilingual Preferred

Batterers Intervention Program

Intermittent 0-19 hours per week

Hourly rate: \$14-\$16 D.O.E. (depending on experience)

OVERVIEW

Co-facilitates ongoing psycho-educational groups for offenders of domestic violence. The goal of this position will be to retain each trainee as a group facilitator for a minimum of one year after receiving certification.

DUTIES

- Co-facilitates court mandated classes with an approved batterers' intervention group facilitator, for a period of 104 hours in a six month period of time. Thereafter, VC Probation Agency will determine final approval. Must receive certification within a one year period of time. Upon receiving certification, trainees will be eligible to apply for a group facilitator role.
- Works with the approved group facilitator to ensure all lesson plans adhere to the program curriculum and remain in accordance with the requirements stated in Penal Code § 1203.097 & 1203.098.
- Ensures that the group tone, content and therapeutic methods reflect the principle of holding batterers accountable through exploration of the roots and intent of their behavior.
- Assists program coordinator with client intake appointments and file management.
- Assists with the documentation of client progress in groups.
- Attend regular supervision with supervisor and staff meetings as assigned
- Participates in both external and internal trainings as assigned.
- Represent agency at assigned community meetings, taskforces, councils or workgroups.
- Mandated reporter of child and elder abuse.
- Miscellaneous duties as assigned.

QUALIFICATIONS

Master's Degree in psychology, sociology or related field preferred. Requires a minimum of a Bachelor's degree in related field. Must have completed the required 40-hour domestic violence training pursuant to Penal Code § 1203.098, prior to co-facilitating groups. Prior experience facilitating psycho educational groups preferred. Must possess strong group management skills and have extensive knowledge of family systems, dynamics of domestic violence, substance abuse, anger management, child abuse, co-custody parenting, child development and the cycle of violence. Must possess strong crisis intervention skills and have firm knowledge of reporting laws. Must be able to work effectively with individuals from diverse socioeconomic and cultural backgrounds. Must be able to work independently and maintain flexibility. Experience with private and/or public social service agencies desirable. Must be available to work evenings. Requires criminal clearance, proof of a valid California driver's license, reliable transportation, automobile insurance and maintenance of an acceptable driving record as required by our insurer. Upon certification facilitators must maintain 16 continuing education credits annually pursuant to Penal Code § 1203.098 all other necessary training and education requirements in order to facilitate batterers intervention groups. Bilingual English/ Spanish preferred.

Project Specialist

Strategies

Full-Time 40 hours

Hourly rate: \$22 + DOE & Skills (depending on experience & skills)

EXTENSIVE TRAVEL IN CALIFORNIA IS REQUIRED

OVERVIEW

This position is to provide training and technical assistance statewide to promote family strengthening, early intervention and the prevention of child abuse. The duties will require the development and delivery of trainings for the family support field and outreach and technical assistance that promotes the sustainability of family resource centers and networks devoted to family strengthening. This position is expected to contribute to the development of outcome measures, program evaluation and data-based reports to funders. An understanding of evidence-based practices is required. In addition, knowledge of the Strengthening Families Framework, Supporting Family Involvement, child traumatic stress and/or the Child Welfare system is a plus. The Project Specialist will work closely with both regional and state workgroups. This position reports to the Projects Manager.

DUTIES

- Assume a coordination role on one or more of Strategies Central Region's ongoing training projects.
- Provide regional and statewide training for the family strengthening field.
- Develop and maintain strong working relationships with Family Resource Centers and associated county and non-profit services throughout central California including county Child Welfare departments.
- Participate in conference planning and workshop development.
- Contribute to the integration of evidence-based practices as a part of all training and technical assistance efforts.
- Develop an understanding of the family support field by attending trainings and conferences as well as reading current research and evidence-based background materials.
- Contribute to data collection and program evaluation efforts.
- Other duties as assigned.

QUALIFICATIONS

Requires a Bachelor's degree and experience in a social service field. A Master's Degree is preferred. Successful candidates must have strong written and verbal communication skills. Training experience is required, including the ability to work with groups such as front-line staff, community members, management staff and county Child Welfare departments and/or Child Abuse Prevention Councils and partners. Ability to handle complex tasks, and relate to a wide range of professionals is a must. Experience and knowledge of specific social service programs such as in-home visitation, child abuse prevention, strength-based practices and the peer review process is helpful. Must have the ability to work independently and collaboratively with groups. Skilled use of computer programs to include Microsoft Excel, PowerPoint and Word is required. Bilingual applicants are encouraged to apply. Ability to travel extensively is required. Successful background and criminal clearance is required. Proof of a valid California driver's license, reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer.

Therapist – Bilingual Required

Mental Health Services

Part-Time 30 hours

Hourly rate: \$21.50-\$26.00 DOE (depending on experience)

EXPERIENCE IN COMMUNITY MENTAL HEALTH SERVICES NEEDED

OVERVIEW

Works under clinical and/or program supervision. Represents organization/program in contacts with youth and families, and the community. Applies professional knowledge, experience and independent judgment to complex tasks within a specialized field of knowledge. Is responsible for all therapeutic interventions necessary with children, youth and families referred to the program. May participate in a multidisciplinary team approach in conceptualization and implementation of therapeutic interventions and linkage. Develops and implements strategies with the treatment team to meet intended goals. Regularly attends all mandatory meetings.

DUTIES

- Under the supervision of management/management designee, complete clinical assessment including biopsychosocial, Ohio Scales, ABAS, MSE, provide 5-Axis diagnosis, GAF and/or additional inventories with clients to assess their strengths and needs from a clinical perspective.
- Create MTP goals with the youth, family and applicable partners.
- Create a treatment plan in collaboration with youth, family and applicable partners.
- Provide regularly scheduled therapy as agreed upon in the treatment plan and in compliance of all California BBS, CAMFT and/or NASWA requirements.
- Maintain the required case load and weekly billable units of service goal.
- Participate actively in all treatment team meetings, collaborative agency meetings, training, program meetings and clinical supervision.
- Coordinate with the applicable treatment team, other agencies and affiliates when appropriate to implement treatment plan.
- May assist management/management designee with provision of clinical supervision and documentation review support to licensed eligible staff if chosen applicant meets all necessary requirements per Interface, California BBS, CAMFT and/or NASWA.
- Maintain current knowledge of activities occurring with the youth and family during the course of intervention- including progress with required assessments/evaluations and any coordinated treatment goals.
- Maintain and complete clear, concise, accurate progress notes, forms/assessments, outcome reporting and any other documentation requested, including program and agency statistics according to specified time line.
- Requires mandatory reporting, including Tarasoff.
- Attend appropriate seminars/trainings/workshops (CEUs) with management approval.
- Work cooperatively with all team members, collaborating and participating agencies and provide clinical support to non-clinical team members.
- Maintain fidelity of evidence based treatment protocols.
- Other duties as assigned.

QUALIFICATIONS

Minimum: California BBS LMFT or LCSW preferred; registered and licensed eligible MFT Intern or Associate MSW. Collaborative team player, good communicator, family systems approach. Community based treatment - comfortable

providing clinical services in the field, including domestic violence shelter, transitional home, client's home, school or clinic setting. Must be firmly grounded in child development with emphasis on early child development, clinical skills required for successfully addressing issues in children, youth and families including but not limited to school, performance or behavior, depression or anxiety, poor or limited impulse control, social skills, substance abuse, domestic violence, child abuse, aggressive or violent behavior, self-injurious behavior, thought disorder symptoms, and family dysfunction. Demonstrate strong crisis intervention skills and a firm knowledge of reporting laws. Knowledge of or training in evidence based interventions and models including but not limited to Motivational Interviewing, Triple P, PCIT, TF-CBT, CBITS, 40-Hour Domestic Violence Training a plus. Must be able to manage full caseload and comply with performance expectations and work effectively with families from diverse socioeconomic and cultural backgrounds, with history of family violence. Need a working knowledge of Ventura County community resources with flexibility to respond to multiple organizations requirements. Must be able to function in a team environment and interact productively with all members, both internal and external stakeholders, yet be able to work independently when required. Must have solid writing skills to satisfy project documentation requirements. Flexible and non-structured work hours. Afternoon and evening service delivery. Experience working with Microsoft Office. Bilingual Spanish speaking required. Successful background and criminal clearance required. Proof of a valid California driver's license, reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer.

Trainer

Strategies

Intermittent positions up to 19 hours per week
Hourly rate: \$19 + DOE (depending on experience)

EXTENSIVE TRAVEL IN CALIFORNIA IS REQUIRED

OVERVIEW

This position is to provide training statewide to promote family strengthening, early intervention and the prevention of child abuse. The duties will require the development and delivery of trainings for the family support field to promote the sustainability of family resource centers and networks devoted to family strengthening. An understanding of evidence-based practices is required. In addition, knowledge of the Strengthening Families Framework and/or the Child Welfare system is a plus. This position reports to the Projects Manager.

DUTIES

- Provide regional and statewide training for the family strengthening field.
- Develop and maintain strong working relationships with Family Resource Centers and associated county and non-profit services throughout central California including county Child Welfare departments.
- Participate in curriculum design, conference planning and workshop development.
- Contribute to the integration of evidence-based practices as a part of all training efforts.
- Contribute to data collection and program evaluation efforts.
- Other duties as assigned.

QUALIFICATIONS

Requires a Bachelor's degree and experience in a social service field. A Master's Degree is preferred. Successful candidates must have strong written and verbal communication skills. Training experience is required, including the ability to work with groups such as front-line staff, community members, management staff and county Child Welfare departments and/or Child Abuse Prevention Councils and partners. Ability to handle complex tasks, and relate to a wide range of professionals is a must. Experience and knowledge of specific social service programs such as in-home visitation, child abuse prevention, strength-based practices and the peer review process is helpful. Must have the ability to work independently and collaboratively with groups. Skilled use of computer programs to include Microsoft Excel, PowerPoint and Word is required. Bilingual applicants are encouraged to apply. Ability to travel

extensively is required. Successful background and criminal clearance is required. Proof of a valid California driver's license, reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer.

VISIT WEBSITE AT www.icfs.org for job description and qualifications.

Interface Children Family Services

1305 Del Norte Road, Suite #130 Camarillo, CA 93010

Attn: Kim Mora, Human Resources Director

(805) 485-6114 ext. 657 * Fax (805) 983-0789

Email to hrstaff@icfs.org

Posted: 5/15/12

LSS Community Care Center (Lutheran Social Services)

Position: Care Manager, Experienced – Transitional Living Program

Status: Full-time, benefits included

Requirements: BA degree or equivalent work experience or knowledge in order to perform case management job duties.

Contact: Leslie Orth, Area Director (805) 497-6207

Posted: 5/1/12

NatureBridge – Development Intern (Unpaid)

About NatureBridge

Founded in 1971 and based in San Francisco, NatureBridge is the largest residential environmental education partner of the National Park Service. Its mission is to inspire personal connections to the natural world and responsible actions to sustain it. NatureBridge currently operates in five national parks: Yosemite National Park, Golden Gate National Recreation Area, Olympic National Park, Santa Monica Mountains National Recreation Area, and Channel Islands National Park. Each year, NatureBridge serves more than 40,000 participants through residential field science, youth leadership, and teacher training programs. NatureBridge is a 501(c)(3) nonprofit organization.

Position Summary

NatureBridge is seeking a part-time Development Intern (unpaid). Intern will gain practical experience on what it takes to operate, promote, and fundraise for a growing, fast-paced organization. Inspire others through our environmental education programs for youth and contribute on the ground level to a nationally-recognized nonprofit.

Principal Duties and Responsibilities

Responsibilities may include:

- Assisting with various elements of fundraising campaign efforts (including but not limited to committee meeting organization, tracking gifts, organizing events, assisting with communication, etc.).
- Assisting with the production of donor cultivation events and celebratory parties, including logistics and planning, producing mailings, securing donations, coordinating volunteers, and promotion/follow-through.
- Researching and profiling foundation, corporate, and individual prospects.
- Assisting with press kit maintenance, data-entry, and writing grant proposals as well as occasional articles for our electronic newsletter and website.
- Assisting visitors, answering the phone, and aiding others as needed
- Serving as occasional backup for acknowledgment process.
- Maintaining accurate and timely files
- Other duties as they arise. Specific responsibilities will be based on experience and interest.

Experience, Competencies, and Education

The ideal candidate will have:

- Strong organizational, written, and verbal communication skills.
- Attention to detail, ability to manage multiple projects, and comply with deadlines.
- Creativity, enthusiasm for learning, and an outgoing, friendly demeanor. Sense of humor essential!
- Ability to work independently as well as with staff, volunteers, donors, media, and the general public.
- Proficiency in Word, Excel, PowerPoint and database programs.
- Ability to maintain confidentiality.

NatureBridge values diversity, equity, and inclusion. We strive to diversify our workforce and seek applications by individuals from all backgrounds.

How to apply

Please contact us via email at glightfoot@naturebridge.org and provide a resume and cover letter upon submission. Submission should include two references, days/hours available, anticipated start/end dates, and why you are interested in interning for NatureBridge in Southern California. Please indicate Development Intern in the subject line.

This position is an unpaid, part-time position with flexible hours located in our **Woodland Hills** office. Community service and fellowship credit provided where possible. We are happy to provide letters of recommendation upon successful completion of the internship. Parking available.

For more information about our program, visit www.naturebridge.org.

Posted: 5/1/12

Rescue Mission Alliance VENTURA COUNTY

Dispatch Supervisor

Rescue Mission Alliance, Thrift Store Operations

Summary

The Dispatch Supervisor is primarily responsible for all aspects of Dispatch Operations, employee relations, safety compliance, dispatch quotas, donor relations, fleet maintenance, and map/gridding. This is a full-time, exempt position located in Oxnard at the Harrison Avenue site, reporting to the Industrial Sales Manager.

Essential Duties & Responsibilities

Ensure Dispatch quotas are accomplished on a daily basis. Includes employee scheduling and adjusting routes according to workload, vehicle maintenance, GPS tracking, phones, Call Center/Dispatch coordination for route organization and customer service. Responsible for cleanliness of vehicles.

Qualifications

Must be a committed Christian, active member of a local church, high school graduate (or GED), 5 years increasing experience in dispatch administration, supervision and training, sound decision maker, excellent written and verbal communication, ability to establish and maintain effective working relationships with managers, supervisors, and staff. Valid California driver's license and good driving record. Please email your cover letter and resume to jobs@erescuemission.org or fax them to (805) 385-4126 with a cover page indicating the position you are interested in applying for.

Auto Repair Technician

Auto, Santa Paula Service Site

Summary

Reporting to the Auto Department Manager, the Auto Repair Technician is a "Bumper to Bumper" Auto Tech Mechanic. Trouble shoots all types of vehicles and performs various types of repairs from minor to more complex repairs operations. This is a full-time, nonexempt position located in Santa Paula, California. Compensation is commensurate with skills and experience and includes benefits.

Essential Duties & Responsibilities

Examine and test drive donated vehicles, diagnose extent of damage/malfunctions, perform repairs including removing and replacing transmissions, clutches, radiators, water pumps, timing belts, cylinder heads, starters/alternators, shocks, struts, carburetors, brakes, master cylinders, axles, etc. Bring vehicles into compliance with emission control standards (smog test) and provide certification. Prepare inspection reports, comply with all shop

safety standards, communicate effectively with vendors, be honest, polite and courteous to customers, assist with training mechanic helpers.

Qualifications

High school diploma or equivalent, experience performing automotive and truck mechanical repairs, working knowledge of modern automotive maintenance methods and procedures, valid CA driver's license and good driving record, read, write and speak English. Ability to utilize the computer to research vehicle parts and prices. Electrical skills a plus. Please email your cover letter and resume to jobs@erescuemission.org or fax them to (805) 385-4126 with a cover page indicating the position you are interested in applying for.

Guest Services Associate (Full-Time & Part-Time)

Lighthouse for Women and Children

Summary

The Ventura County Rescue Mission Lighthouse for Women and Children is seeking a full-time (40 hours per week) and a part-time (24 to 30 hours per week, weekends and some evening shifts) Guest Services Associate to work with at risk women and children to provide resources and encouragement to guest in our Emergency Shelter. The positions are nonexempt, located in Oxnard and reports to the Guest Services Coordinator. Compensation is commensurate with skills and experience. The full-time position includes benefits.

Essential Duties & Responsibilities

Oversee meal times, chores and special projects for program guest, review guest file, perform facility walk thru, welcome guest and respond to needs/questions, maintain statistics and daily log, prepare sack breakfasts and lunches for shelter guest, perform emergency intakes and drive guest as needed.

Qualifications

Must be a committed Christian in good standing in a local church, able to multi-task, able to love, encourage and guide guest into a personal relationship with the Lord, be an effective team player, have good communication skills, 1-2+ years experience in urban and/or homeless-related ministries, high school diploma (or GED), and valid California driver's license. Please email your cover letter and resume to jobs@erescuemission.org or fax them to (805) 385-4126 with a cover page indicating the position you are interested in applying for.

Payroll Specialist

Rescue Mission Alliance, Accounting Department

Summary

Payroll Specialist to enter Payroll data into ADP Payroll system, monitor timekeeping reports, assure timely and accurate transmittal of payroll data; run edit reports, make necessary corrections and submit approved payroll to processing agency. This is a full-time nonexempt position located in Oxnard, reporting to the Controller. Compensation is commensurate with skills and experience and includes benefits.

Essential Duties & Responsibilities

Process wage garnishments and manual checks, maintain control log for manual and voided checks, research and resolve payroll corrections, prepare reports and journal entries for payroll, 403b contributions, workers compensation, medical and dental invoice reconciliations. Develop ad hoc reporting, assist with annual audit preparation, special projects and assist in daily Accounting Department functions as directed by the Controller.

Qualifications

The ideal candidate will be a committed Christian in good standing in a local church. AA degree or equivalent, 3 years payroll experience, ADP PayExpert experience required. A team player, self starter, and a proficiency in Microsoft Office suite. Ability to balance a large group of diverse projects simultaneously. Send resume and salary history to teresac@erescuemission.org or fax to 805-385-4126 with a cover page indicating the position you are interested in applying for.

IT Help Desk Analyst

Rescue Mission Alliance, IT

Summary

Under minimal supervision, provide first-line response to resolve computer application and network problems. This is a full-time nonexempt position located in Oxnard, reporting to the IT Manager. Compensation is commensurate with skills and experience and includes benefits.

Essential Duties & Responsibilities

Work with internal customers (Oxnard, San Fernando Valley, Santa Maria and Victor Valley) on a daily basis to ensure that the IT group is providing excellent quality of service. Serve as a liaison between RMA customers and technical support vendors.

Qualifications

Committed Christian in good standing in a local church, customer-centric individual with proven PC system/network diagnostic skills, superior communication abilities, knowledge of ITIL methodology, and operating systems (e.g. Windows XP). AA Degree (or equivalent) in computer science, information technology or closely related field, or minimum two years of current responsible technical experience performing IT help desk support for personal computers and peripheral equipment including software administration in a multi-user environment. Certifications or working knowledge of Microsoft, Cisco Systems and CompTIA (A+) desirable. Active Directory knowledge required. Certification in operating systems, IT hardware, Microsoft MCSA a plus. Please fax resumes to 805-385-4126 or email jobs@erescuemission.org.

Outbound Call Center Representative (Part-Time)

Call Center

Summary

The Call Center agent is responsible for scheduling outbound calls, pertaining to the gift in kind pickups for thrift stores. This is a part-time nonexempt position located in Oxnard, reporting to the Call Center Manager. Compensation is commensurate with skills and experience.

Essential Duties & Responsibilities

Make outbound calls and schedule pickups, obtain the proper information, be familiar with all RMA ministries to answer donor inquiries. Obtain customer information, data entry and maintenance of customer data base.

Qualifications

High school diploma, minimum 1 year telemarketing experience, outgoing and energetic personality strong communication skills, data entry/typing experience, ability to remember client details, and multitask (i.e. talk on the phone, make notes in the computer, as well as check out details at the same time). Please email application to jobs@erescuemission.org or fax them to (805) 385-4126 with a cover page indicating the position you are interested in applying for.

Posted: 4/1/12

The Arc of Ventura County

Employment Services Director

Responsible for the development, implementation and management of community employment services, overseeing job development, community coaching, contracts and employer relations. Provides leadership to day program management, fostering a team-oriented collaboration in the development and implementation of integrated and

community work services' best practices. Maintains positive and productive relationships with outside partners including DOR, regional centers, Ability One, NISH, and CARI.

Experienced in program development, accreditation and quality work environment initiatives. Working knowledge of human service systems, developmental disabilities and policy issues that affect service delivery. Effective verbal, writing and presentation skills and proficient use of technology for continuous quality improvement. Demonstrates a strong commitment to improving the quality of life for people with developmental disabilities.

Submit resume and salary history to: The Arc of Ventura County, Human Resources, 5103 Walker Street, Ventura, CA 93003 or jrundell@arcvc.org. www.arcvc.org. The Arc of Ventura County is an equal opportunity employer.

Posted: 4/16/12

VCCF includes employment opportunities in our listserv publication, Nonprofit eNews! Please submit all job opportunities five business days before the 1st and the 15th of each month. Please submit job opportunities to larzu@vccf.org

5/15/12