

- Possession of a valid California driver's license, good driving record and the use of properly insured vehicle, per California requirements
- Must be able to pass a criminal background clearance before beginning work
- Ability to provide written proof of current TB clearance, MMR immunization, and Tdap immunization within seven (7) days of employment; seasonal flu immunization strongly encouraged.

PREFERRED QUALIFICATIONS:

- BA or BS degree in a human services related field (psychology, counseling, social work, anthropology, etc.)
- ECE credits
- Experience utilizing an electronic client management system(s)

WORK ENVIRONMENT: The position will be based at Vía Esperanza Centro de Educación, located on the campus of Lawrence Cook Middle School, with some travel required to various locations throughout Sonoma County. The noise level in the work environment is usually moderate and can be noisy at times.

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. Must be able to spend time on the phone and at a computer workstation for up to 3 hours at a time. Must be able to lift and move paperwork, files, and computer equipment up to 25 pounds. While performing the duties of this job, the employee is regularly required to walk, sit, use hands to handle objects/operate keyboards, reach with hands and arms, stoop, kneel, crouch, talk, and listen.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____