



JOB ANNOUNCEMENT

Position: Child Care Services Specialist
(Family Services)

Work Week: 35 hours

Start Date: June 01, 2017

Location: Oakland

Salary: \$16.50- \$17.00 per hour (Grade 4)

Hours: Full-Time (8:30 am to 5:00pm)

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

This is a non-exempt position. Benefits: 12 paid holidays, 2 weeks' vacation, medical, dental, vision, Aflac, 403b matching & more.

DUTIES & RESPONSIBILITIES

- Intake and process CalWORKs participants which includes explanation of policies and procedures at 4Cs enrollment meetings
- Ensure initial enrollment process is complete and accurate
- Ensure participant files are in accordance with program regulations
- Interface with parents to ensure program eligibility
- Prepare monthly caseload reports

QUALIFICATIONS

- Bachelor's Degree preferred
- Computer experience; Microsoft Access, Word, and Excel
- Excellent written and oral communication skills
- Must be a team player
- Transportation required
- Ability to multi-task and handle high volume calls

To apply, please send resume and cover letter to:

4Cs of Alameda County
22351 City Center Drive

Hayward, CA 94541

Fax: 510 538-1736 or

Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.