

JOB ANNOUNCEMENT

Position: Child Care Services Specialist
(Provider Services)

Work Week: 37.5 hours

Start Date: ASAP

Location: Hayward

Salary: \$19.43 per hour/DOE

Hours: 8:30-5:00pm

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.

The Child Care Services Specialist will report to the Supervisor, Payment Programs.

This is a non-exempt position. Benefits: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, 401k matching & more.

DUTIES & RESPONSIBILITIES

- Responsible for the calculation of monthly attendance sheets of CalWORKs participants.
- Intake and processing of child care provider which includes explanation of policies and procedures.
- Responsible for researching reimbursement inquiries made by child care providers.
- Troubleshoot and resolve problems related to provider reimbursements.
- Responsible for ongoing projects, i.e. provider codes, rate statements, parent fees
- Responsible for setting up and maintaining provider files
- Responsible for conducting orientations with providers
- Other duties as assigned.

QUALIFICATIONS

- AA Degree preferred
- Excellent math skills
- Proficiency with Microsoft Office
- Excellent written and oral communication skills
- Must be a team player
- Bilingual English/Spanish desired

To apply, please send resume and cover letter to:

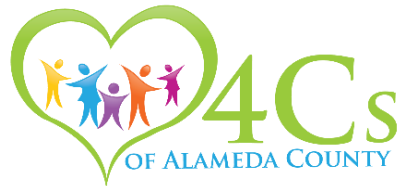
4Cs of Alameda County

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.



4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Health Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  401k Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment