



JOB ANNOUNCEMENT

Position: Administrative Assistant
(Child Care Services Asst.) **Work Week:** 37.5 Hours
Location: Hayward **Start Date:** ASAP
Hours: 8:30am-5:00 **Salary:** \$17.04/Hour

Community Child Care Coordinating 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 Assistant is responsible for assisting participants through all phases of the CalWORKs or AP program. The Child Care Services Assistant will report to the Manager, 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 printing and mailing attendance sheets to child care providers
- Responsible for putting together provider packets
- Responsible for mailing forms and correspondence to child care providers like family fee notifications
- Responsible for filing and data entries in Payment Services unit
- Provides support in meeting with participants to explain program requirements and enrollment process (Provider informational meetings)
- Responsible for processing (researching and matching parents/providers names) Trustline clearance, denial and closures
- Provides clerical support to Child Care Services Specialists when needed
- Maintains supplies and program forms
- Provides back up for the receptionist as directed
- Responsible for providing support for special projects as needed
- Performs other duties as assigned by the Supervisor, Payment Programs

QUALIFICATIONS












- High School Diploma
- Excellent data entry and word processing skill with proficiency with Microsoft applications
- Effective verbal and written communication skills
- Ability to interact with diverse populations in a respectful manner
- Must be a team player

To apply, please send resume and cover letter to:
4Cs of Alameda County 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, Vision and Dental 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