

JOB ANNOUNCEMENT

Position: Child Care Services Specialist
(Family Services) **Work Week:** 37.5 hours
Location: Oakland **Start Date:** ASAP
Hours: Full Time (8:30 am to 5:00pm) **Salary:** \$19.43 per hour DOE

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: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, and Aflac, 401K matching & more.

DUTIES & RESPONSIBILITIES

- Engage parent in a positive working relationship
- Determine eligibility and need for child care services in accordance with State Guidelines
- Maintain and Update family files, hard copy and electronic
- Input and Retrieve data onto specialized computer database
- Maintain communication with families regarding changes in their need for child care
- Request, verify and process documentation received from the parent
- Provide community resources/information upon request
- Maintain confidentiality of information of clients and administrative information

QUALIFICATIONS

- Bachelor's Degree (preferred, not required)
- Computer experience; Microsoft Access, Word, and Excel
- Excellent written and oral communication skills
- Must be a team player
- Ability to exercise good judgement and discretion in analyzing and problem solving
- 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.



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
-  Medical Benefits Cover Employee's Core 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