JOB ANNOUNCEMENT

Position: Child Care Services Specialist (Family Services)  
Work Week: 35 hours  
Location: Oakland  
Start Date: ASAP  
Hours: Full Time (8:30 am to 5:00pm)  
Salary: $16.50- $17:00 per hour (Grade 4)  
$150.00 Monthly Bilingual Stipend

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, 403b matching & more.

4Cs was voted one of the “Best Nonprofits to Work For 2017 (top 50)” by the Nonprofit Times.

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
• Bilingual in English and Spanish

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.