



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.