



Job Announcement

4Cs was voted one of the "Best Nonprofits to Work 2017 (Top 50)" by the Nonprofit Times.

Position Available: Child Care Services Specialist

Hours: Part time 18 hours per week

Starting Date: July 2017

Salary Range: \$16.00/hour, plus \$150.00 per month language stipend

Since 1972, 4Cs of Alameda County has been dedicated to providing child care referrals, education, nutrition services, and payment assistance to children, families, and child care providers in Alameda County. 4Cs mission is to develop and coordinate resources to strengthen families and children.

4Cs Child Health and Nutrition offers a variety of services. We sponsor the Child and Adult Care Food Program (CACFP) for family child care providers, which ensures over 3,000 children each month in participating family child care homes receive nutritious meals that support health and reduce diabetes, obesity and other illnesses. We improve the general health and safety of child care environments through classes specific for child care providers, teachers and directors. As a partner with the Alameda County Food Bank, we help individuals and families living in Alameda County to enroll for CalFresh food assistance.

The Child Care Services Specialist is member of 4Cs dedicated Child Health and Nutrition Team, working directly with child care providers and parents to ensure access to food assistance, nutrition education and health and safety training. The Child Care Services Specialist reports to the Child Health and Nutrition Supervisor. This is a non-exempt position.

Duties and Responsibilities

- Conduct CalFresh awareness and outreach to individuals and families in the community. Attend community events.
- Prescreen clients for Calfresh assistance and provide application assistance.
- Track the amount of CalFresh information distributed, number of clients prescreened, and number of CalFresh applications submitted and follow up phone calls made.

- Provide information on health and safety classes to prospective participants and process registrations. Ensure preparation for each health and safety class including ordering and maintaining training supplies and student materials (books, certificates). Track changes to student materials, updating as needed. Complete class reports and rosters and submit to state agency.
- Coordinate 4C's health and safety reimbursement program according to CDE contract. Ensure reimbursement amounts are tracked, proper documentation is collected and maintained.
- Assist with special grant projects, including outreach, research, mailings, reports and preparation of resources.

POSITION QUALIFICATIONS

- Previous experience in child care, health education and/or nutrition programs preferred
- Excellent communication skills, verbal, written and listening; ability to build relationships
- Administrative skills necessary to use computer programs and organize tasks
- Coordination and planning skills necessary to monitor projects
- Must be able to travel within Alameda County. Valid California driver's license, personal automobile insurance and a working car required.
- Bilingual in English/ Spanish required

For consideration, please send resume and cover letter to:

- Email: resumes@4c-alameda.org
- Fax: 510-538-1736
- Mail: 22351 City Center Drive, Hayward, 94541 Attn: HR

4Cs of Alameda County is an Equal Opportunity Employer