

JOB ANNOUNCEMENT

Position: Child Care Services Specialist
(Provider Services)

Work Week: 37.5 hours

Start Date: ASAP

Location: Hayward

Salary: \$23.80-\$25.13 DOE

Hours: 8:30 am to 5:00pm

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 Specialist (Provider Services) is responsible for providing support to the payment portion of the CalWORKs program. The Child Care Services Specialist (Provider Services) will report to the Supervisor, Payment Programs. This is a non-exempt position.

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

Due to the COVID-19 Pandemic, 4Cs is requiring that all new hires be vaccinated. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination or if you have an accommodation under ADA and Title VII, documentation will be required

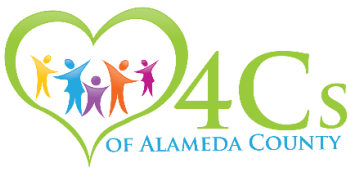
DUTIES & RESPONSIBILITIES

- Responsible for the calculation of monthly attendance sheets of CalWORKs participants.
- Intake and processing of CalWORKs participants child care providers which includes explanation of policies and procedures.
- Responsible for researching reimbursement inquiries made by child care providers.
- Troubleshoot and resolve problems related to provider reimbursements.
- Responsible for ongoing projects, i.e. provider codes and rate worksheets, contracts
- Responsible for setting up and maintaining provider files
- Responsible for the data entry of information needed on monthly Alameda
- Other duties as assigned.












QUALIFICATIONS

- AA or Bachelor's Degree preferred
- Bilingual English/Chinese Preferred , Ability to communicate well with public and staff
- Computer experience, Microsoft Word, Excel, Excellent math skills
- Must be a team player, Excellent verbal and written communication skills
- Transportation required

To apply, please send resume and cover letter to resumes@4c-alameda.org



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