



JOB ANNOUNCEMENT

Position:	Administrative Assistant (Child Care Services Asst.)	Work Week:	35 hours
Location:	Hayward	Start Date:	ASAP
Hours:	9:00am to 5:00pm	Salary:	\$16.54

This Position is Temporary, with the possibility of becoming a Permanent, Full Time with Benefits

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 Assistant is responsible for assisting participants through all phases of the CalWORKs or AP program. The Child Care Services Assistant will report to the Supervisor, Payment Programs. This is a non-exempt position.

DUTIES & RESPONSIBILITIES

- Responsible for printing and mailing attendance sheets to childcare providers
- Responsible for putting together provider packets
- Responsible for mailing forms and correspondence to childcare providers like family fee notifications
- Responsible for filing and data entries in Payment Services unit
- Provides support in meeting with participants to explain program requirements and enrollment process (Provider informational meetings)
- Responsible for processing (researching and matching parents/providers names) TrustLine clearance, denial and closures
- Provides clerical support to Child Care Services Specialists when needed
- Maintains supplies and program forms
- Provides back up for the receptionist as directed
- Responsible for providing support for special projects as needed
- Performs other duties as assigned by the Supervisor, Payment Programs













QUALIFICATIONS

- High School Diploma
- Excellent data entry and word processing skill with proficiency with Microsoft applications
- Effective verbal and written communication skills
- Ability to interact with diverse populations in a respectful manner
- Must be a team player

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
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*