



JOB ANNOUNCEMENT

Position:	Resource and Referral Specialist	Work Week:	35 Hours
Location:	Hayward	Start Date:	January 2019
Hours:	9:00am – 5:00pm Including some evenings & some weekends	Salary:	\$18.22 DOE

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 Resource and Referral program helps parents navigate the complexities of finding child care that meets their family's needs. In addition, the Resource and Referral program offers a variety of special services for families. 4Cs also provides training, technical assistance and resources to child care providers to support their work with children and families and offers the California Child Care Initiative Project (CCIP) to support and train new and existing family child care providers

The Resource and Referral Specialist works closely with families and child care providers as part of 4Cs Resource and Referral Team and reports to the Supervisor, Resource and Referral. This is a non-exempt position.

DUTIES & RESPONSIBILITIES

- Provide child care consultation and referrals to parents who call 4Cs referral line or come in to our office for assistance
- Respond to family's needs for other community resources by providing information on existing programs and services
- Respond to questions and requests from child care providers to support their work with children and families
- Provide information and resources to potential child care providers to help them navigate the licensing process
- Assist workshops, community events and special projects that include some evenings and weekends
- Assist health and safety training program for child care providers
- Promote 4Cs CCIP program to new and existing family child care providers and support 4Cs CCIP

team in providing services for CCIP providers

- Provide support for 4Cs Play and Learn program, including registration and assistance during Play and Learn sessions
- Participate in 4Cs agency and team meetings and attend community meetings and trainings related to child care resource and referral work

QUALIFICATIONS

- Must have a passion for working with families and child care providers
- AA or higher in Early Childhood Education, Child Development or related field strongly preferred
- Familiarity with services for families in southern Alameda County strongly preferred
- Strong technology skills including proficiency with Microsoft applications and data tracking systems
- Bilingual ability highly desirable
- Excellent communication and active listening skills
- Excellent organization and time management skills
- Ability to work well with diverse populations
- Ability to work independently and as part of a team
- Must have valid California driver's license, personal automobile insurance and access to own transportation

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!*