

JOB ANNOUNCEMENT

Position: Child Care Services Support Specialist **Work Week:** 37.5 hours
Location: Oakland **Start Date:** ASAP
Hours: 8:30 am- 5:00pm **Salary:** \$20.09 +Monthly Bilingual Stipend

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 Support Specialist will function as the initial contact person for the CalWORKs Stage 2 & 3/APP Department, located in our Oakland office. This position reports to the Manager, Payment Programs. This is a non-exempt position. Benefits: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, Aflac, 403b matching & more.

DUTIES & RESPONSIBILITIES

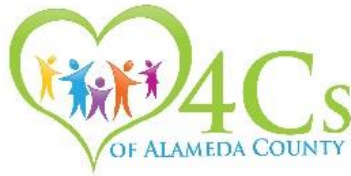
- Monitor and assist entry of clients and guests into the facility.
- Clerical support, answer/screen telephone calls for staff.
- Maintain the copy/fax/postage machines, conference rooms, front desk filing system and other areas as necessary. Order & maintain office supplies.
- Assist with Family Fee receipts/collection process.
- Send out applications for eligibility list and entering/maintain information in database.
- Data entry in current case management database
- Pull families for enrollment from the Eligibility list onto the CAPP. Mail out enrollment packets, review packets upon receipt, verify employment & schedule orientations.
- Process incoming/outgoing mail and route to the appropriate staff.
- Assist with appeal and group recertification process. Process transfer files
- Assist with Community Closet activities and other special projects (i.e., Parent Engagement Projects/workshops)
- Perform other duties as assigned to ensure the smooth flow of work for the organization.

QUALIFICATIONS












- Customer Service experience
- Bilingual Spanish
- Data entry, Microsoft office proficiency, ability to type 50 words per minute
- Excellent communication and writing skills
- Transportation required

To apply, please send resume and cover letter to: 4Cs of Alameda County 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
-  Health Benefits, Vision, Dental and more
-  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