

# JOB ANNOUNCEMENT

**Position:** Child Care Service Specialist      **Work Week:** 37.5 hours  
**Location:** Hayward      **Start Date:** ASAP  
**Hours:** 8:30 am to 5:00pm      **Salary:** 20.09- DOE

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

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

## DUTIES & RESPONSIBILITIES

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- Responsible for requesting/collecting documentation for need and eligibility for participants in accordance to CDSS Rules & regulations, Title 5 Regulations and 4Cs policies.
- Responsible for determining/maintaining need and eligibility caseload
- Strong understanding of the CDSS Rules & Regulations, Title 5 Regulations and 4Cs program policies.
- Responsible for explaining the rules/regulations and procedures to the participants.
- Responsible for referring suspected fraud files to the Supervisor.
- Responsible for the mailings of all program forms, letters, program guide to participants.
- Responsible for assessing with family fees and receipts/collection process, if needed.
- Responsible for maintaining confidentiality of participant's information.
- Responsible for assisting and facilitating group orientation process.
- Responsible for resolving issues among participants, providers, co-workers.
- Responsible for providing outside resources/information to families.
- Assist with transfer process of Stage 2 files.
- Perform other duties as assigned

## QUALIFICATIONS

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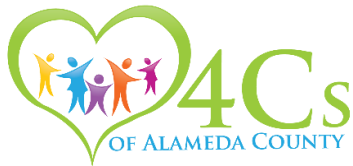
- Bachelor's Degree Preferred
- Ability to communicate well with public and staff and must be a team player
- Computer experience, Microsoft Word, Excel
- Excellent verbal and written communication skills

To apply, please send resume and cover letter to:












4Cs of Alameda County

Email: [resumes@4c-alameda.org](mailto: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 1<sup>st</sup>
-  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