

COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ALAMEDA.ORG

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

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| NAME OF ORGANIZATION | 4Cs of Alameda County |
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| POSITION TITLE | Resource and Referral Supervisor, Provider Services |
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SHORT DESCRIPTION OF JOB

4Cs provides a wide range of services for all types of early care and education providers: teachers, directors, family child care providers and family, friend and neighbor caregivers. 4Cs is looking for an energetic supervisor to join our team of passionate child care resource and referral (R&R) professionals. The R&R Supervisor, will develop and implement programs and services that support child care providers in their important work of caring for children.

This is a non-exempt position. Benefits: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, and Aflac, 403b matching & more.

DUTIES & RESPONSIBILITIES

- Provide leadership, supervision and support to 4Cs' R&R Provider Services team
- Coordinate 4Cs' programs for child care providers, including R&R services, Child Care Initiative Project (CCIP) and Family, Friend and Neighbor (FFN) playgroups
- Collect data, conduct program evaluations and complete reports to funders
- Assist with the development of 4Cs' child care provider training menu
- Provide technical assistance to new and existing child care programs on licensing process, permit process, business practices, child development and marketing
- Assist with the development of new programs and services for child care providers
- Provide child care consultation and referrals to parents
- Represent 4Cs at community meetings and events.

SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

Must have passion for working with child care providers

- BA in Early Childhood Education, Child Development or related field strongly preferred
- Ability to speak, read and write fluently in English and Spanish preferred
- Experience in both provider and family support services and/or Resource and Referral
- Excellent communication and active listening skills
- Excellent organization and time management skills
- Ability to work with diverse populations
- Ability to work independently and as a part of a team
- Proficiency in Microsoft applications and data tracking system
- Must have valid California Driver's license, personal automobile insurance and access to own transportation

ADDITIONAL INFORMATION ABOUT THE POSITION

Position: Resource and Referral Supervisor, Provider Services

Work Week: 35 hours

Location: Hayward

Start Date: February, 2018

Hours: Full Time, including some evenings

Salary: \$19.79-\$23.00 DOE

HOW TO APPLY OR WHERE TO GET MORE INFORMATION

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