



Employment Opportunity

Community Child Care Council of Santa Clara County, Inc. (4C Council)

Position: Provider Coordinator

Salary: Commensurate with Experience

Application

Deadline: Until filled

Reports to: Subsidized Manager

Agency Background:

The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 35 years, with the support of the California Department of Education and other funders. The 4C Council provides education, information, referrals, childcare payments, and family support services to over fifty thousand parents, children, early care and education providers each year.

Position Objective:

To assist the subsidized department and the Program Manager in organizing the child care provider information and files. The Coordinator will be the direct line to all Licensed and Exempt Providers to obtain information that is require to a participant in the agency's subsidized programs.

Example of Duties and Responsibilities

- Assist staff with technical and procedural Provider activity.
- Maintain full knowledge of Provider rates and payments.
- Assist and ensure quality control of the Subsidized Program Child Care Provider Database.
- Organize and maintain Provider files and assure record cabinets are maintained efficiently.
- Act as a liaison between the Providers and the Case Managers.
- Monthly analysis of Provider trends.
- Attend Staff meetings to provide or obtain information.
- Bi-Weekly meetings with the Manager.
- Promote and protect the full interest of the organization and its services.
- Maintain full confidentiality of information of providers and all agency matters.
- Other duties as deemed necessary by the Program Manager.

The duties listed above are intended to provide an example of the general routine and level of work being performed. Incumbents may be required to perform other duties as assigned.

Qualifications Include:

AA degree in social studies or related field preferred. Experience in working with social services agencies, recruitment or related field. Bilingual Vietnamese/English helpful but not required.

Knowledge and Abilities:

- Ability to work positively and supportively with agency personnel.
- Ability to dialogue positively and cooperatively with providers and the public.
- Ability to use Microsoft Word and Excel
- Ability to prioritize and complete multiple tasks
- Ability to work off-hours to meet agency and client needs.
- Excellent organizational skills.
- Good math skills.

License or Other Requirements

Must have access to a dependable car with minimum legally required insurance coverage, and possess a current valid California driver's license.

For consideration please send resume with cover letter to:

Human Resources Department

Simone Robinson

2515 North First Street

San Jose, CA 95131

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408-577-1453 Fax