



MASSHIRE
CAPE AND ISLANDS
CAREER CENTER



**Community
Action Committee**
OF CAPE COD & ISLANDS

About Us:

Community Action Committee of Cape Cod & Islands, Inc. (CACCI) is a private, non-profit organization that provides a variety of services to low-income individuals and families to help them improve the quality of their lives and achieve self-sufficiency. Established in 1965 as one of Massachusetts' 23 Community Action Agencies (CAAs), CACCI has evolved over the years to address the needs of residents on Cape Cod and the islands of Nantucket and Martha's Vineyard. Services provided for some programs extend beyond the Cape and Islands.

A proud partner of the
AmericanJobCenter
network

IN-PERSON HIRING EVENT

COMMUNITY ACTION COMMITTEE OF CAPE COD & ISLANDS

TUESDAY, SEPTEMBER 13TH

10:00 AM – NOON

At MassHire Cape and Islands Career Center
372 North Street, Hyannis, MA

Bi-Lingual Staff Needed

Health Insurance and Care Enrollment Specialist

Health Insurance & Care Enrollment Specialist needed to screen individuals for eligibility in Health Connector & MassHealth Plans, assist with enrollment and educate enrollees in the healthcare system. **20 hours per week/\$17.72 per hour plus benefits**

CACCI/Child Care Network Receptionist

CACCI/CCN is looking for an organized individual able to supply excellent customer service to customers and vendors contacting busy Hyannis office. **35 hours per week/\$28,000-\$31,000 plus benefits**

CACCI/Child Care Network Billing Specialist

CACCI/CCN is looking for an organized individual to assist childcare providers with monthly billing submissions using an online billing system, review billing and payments for accuracy, research and resolve billing issues, and prepare and maintain records and reports. Responsibilities include other varied administrative tasks. **35 hours per week/\$35,000-\$38,500 plus benefits**

REGISTRATION IS REQUIRED. CONTACT CATHIE LEBLANC AT 508.862.6128 OR CLEBLANC@MASSHIRE-CAPEANDISLANDS.COM

MassHire Programs & Services are primarily funded by US Department of Labor (USDOL) Employment and Training Administration grants. • Additional details furnished upon request. MASSHIRE CAPE & ISLANDS CAREER CENTER, 372 North Street, Hyannis, MA 02601, USA, 508-771-5627

Services are provided for people living with disabilities with adaptive equipment available upon request.