
Job Opening

Scholarship Case Manager

Posted: 6/26/17

Available Immediately

Full Time

Think Small™ has been dedicated since 1971 to advancing quality care and education of children in their crucial early years. We currently have an opening for a Scholarship Case Manager to recruit families and screen for eligibility, provide families with information about developmental screening and assist in choosing a Parent Aware rated early childhood program.

Essential Job Functions

- Recruit families to participate in State ECE scholarship program
 - Determine family eligibility by processing applications
 - Follow up with families to collect missing information, support eligibility, and assist with navigating other funding streams as applicable
 - Award scholarships to eligible families
 - Communicate with and respond to inquiries from families, EC programs and others about the program
 - Guide families in locating Parent Aware rated early childhood program that meets family needs
 - Monitor family compliance with program policies, rules, and procedures
 - Maintain accurate files and case notes
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Requirements

- Bachelor's degree in early childhood education, human services or related field or equivalent combination of education and experience
 - 2 years' experience in case management of large case loads
 - Demonstrated experience in program development, implementation and/or compliance
 - Demonstrated customer service experience working with diverse communities, clients and staff
 - Ability to establish and maintain effective working relationships with staff, partners and public
 - Strong communication, organizational and time management skills
 - Ability to work independently as well as in a group environment
 - Must be proficient in Microsoft Office (Excel, Word, PowerPoint, and Access)
 - This position is mostly sedentary with occasional demands to walk and stand and frequent keyboarding, computer use and communicating via phone, email and in person
 - Strong preference given to those with the ability to read, write, and speak Hmong, Spanish, or Somali
 - Some evening and weekend hours required to attend community events
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Salary and Benefits

Think Small offers a minimum of \$17.02 per hour and an excellent benefits package. Our 100+ employee agency offers flexible schedules and a family-friendly, professional work environment in an award winning building located in Little Canada near Highways 35E and 694.

How to Apply

Submit cover letter and resume with salary requirements to:

jobs@thinksmall.org with ATTN: HR – Scholarship Case Manager on the subject line

Think Small is an Equal Opportunity and Affirmative Action Employer

10 Yorkton Court, St Paul, MN 55117

