



POSITION DESCRIPTION

POSITION TITLE: Early Learning Scholarship Specialist

STATUS: Non-exempt, Full Time

SUPERVISION GIVEN: None

Location: Milestones Office, Waite Park

PROGRAM: Early Learning Scholarships (ELS)

WAGE RANGE: Hourly

SUPERVISION RECEIVED: ELS Program Manager

BENEFITS: "All" with a regular schedule of 30+ hrs. /week

This is a 40 hour/week benefited position, offering vacation and sick time. Starting wage is \$20.00-\$23.00/hour.

Position Summary: This position will provide support and coordination to the Early Learning Scholarship program of Milestones, to provide low-income children access to high quality early childhood programs. The Early Learning Scholarship Specialist will be responsible for determining scholarship eligibility and processing awards to families.

Experience & Education:

- Experience with database management and internet use
- Experience working with Microsoft Office programs for emailing and word processing
- Experience with project coordination and working with timelines
- Associate's degree in business, clerical or related field preferred
- 4 years' experience in equivalent position with a HS diploma or GED acceptable

Required Skills:

- Advise and consult with current and potential clients and programs
- Analyze situations and make appropriate decisions
- Manage time and resources in an outcome focused and team oriented way
- Effectively convey thoughts, ideas, and information to individuals or groups verbally and/or in writing
- Recognize and negotiate diverse opinions
- Keep projects on track, keep others informed, and ensure that commitments are met
- Work without one-on-one supervision
- Understand and utilize technology and to use a computer for email, word processing, database management, excel, mail merging and internet.

Essential Interpersonal Skills:

- Establish and maintain effective working relationships and communication with staff, employees of other agencies, and volunteers/Board members
- Demonstrate ability to work effectively with diverse populations of staff, volunteers, and clients.
- Demonstrate respect for colleagues, supervisor, volunteers, and those we serve.
- Support and adapt to change and demonstrate commitment to continue performance improvement.

Primary Responsibilities:

These examples do not include all possible tasks in this position and do not limit the assignment of related tasks to this classification.

1. Educate early childhood programs on the qualifications and process necessary to serve Early Learning Scholarship children.
2. Prepare, review, and process Signed Program Participation Agreements and Award Planning Agreements to early childhood programs.

3. Work with the Payment Approver to research discrepancies with early childhood programs to resolve concerns or make needed adjustments.
4. Monitor family and early childhood program compliance with program policies and procedures.
5. Process, enter, and maintain accurate database/ELSA files and case notes on families and early childhood programs.
6. Support ELS Pathway I activities such as:
 - a. Recruit families to participate in the state Early Learning Scholarship program.
 - b. Determine family eligibility and processing applications.
 - c. Communicate and follow up with families to collect missing information, support eligibility, cancelled award, fund balance, Early childhood screening, notice to renew, wait list, rating decrease or increase, program choice reminders and assist with navigating other funding streams as applicable.
 - d. Award scholarships to eligible children.
 - e. Guide families in locating the Parent Aware rated early childhood program that meets their needs.
 - f. Communicate with the Early Childhood Programs regarding the children awarded a scholarship at their program. Provide training and support to the programs making sure all required documents are submitted prior to reimbursement.
7. Comply with policies, procedures, laws and rules governing program services.
8. Establish, expand, and maintain excellent working relationships with community partners.
11. Work with Child Care Aware staff to coordinate outreach activities and assure a consistent message regarding Parent Aware and Early Learning Scholarships.
11. Facilitate/participate in on-going communication with MDE, DHS, Payment Approver, Child Care Aware of Minnesota Coordinating Office, Child Care Aware West/Central District, licensing, child care professionals, families, and other community partners.
12. Assist in preparing written program plans and reports as needed.
13. Contribute to the overall functions of the agency and represent the agency in a positive and professional light within the agency and community (i.e. spirit of cooperation, initiative, positive attitude that helps the overall agency effort in reaching its goals).
14. Be knowledgeable of and adhere to the policies of Milestones.
15. Attend regular staff meetings.
16. Report regularly to designated supervisor what has been accomplished or has been a challenge in completing work plans.
17. Attend agency, local, state and national workshops, meetings and/or conferences with approval of Executive Director; share, teach information with appropriate staff.
18. Perform other duties as assigned by Supervisor or Executive Director.

Work Environment:

Work is primarily performed in an office setting. Will require some evening and weekend hours.

- Ability to sit at desk for long periods of time and work on computer.
- Ability to manage multi-line phone system efficiently and interact with public in a professional and pleasant manner.
- Ability to access filing cabinets, both low and high.
- Occasionally lifting up to 50 lbs.

Hours: Monday through Friday. Earlier/ later hours and weekend events may occasionally be required.

Responsibility for Public Contact: Extensive

TO APPLY: Send resume, cover letter, and agency application (found at www.milestonesmn.org) to Milestones, Attn: Mindy Hortsch, 314 10th Avenue South, Suite, 180, Waite Park, MN 56387
Or fax to 320-654-8650 or email mhortsch@milestonesmn.org.

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