



## **Scholarship Enrollment Specialist**

*Billie Osborne-Fears Child Care Scholarship Program  
Family and Community Engagement Department*

### **JOB SUMMARY**

Under the supervision of the Manager of Strategy and Community Engagement, has responsibility for enrollment and outreach of the City of Cleveland Scholarship Fund, including outreach, enrollment, monitoring, reporting results, and coordinating the provision of services to children and families from the city of Cleveland.

### **DUTIES AND RESPONSIBILITIES**

- In collaboration with the Scholarship Program Coordinator, executes all steps involved in scholarship processing and case management, such as intake, updates, enrollment, termination, and reinstatement of families seeking financial assistance and families enrolled in the scholarship program.
  - Pre-screens applicants, which include families from moderate to low-income communities and are eligible for Child Care Scholarships under program guidelines.
  - Processes scholarships for child care by program and funding guidelines.
  - Makes appropriate arrangements with providers for childcare placements for children of moderate to low-income families and are eligible for Child Care Scholarships under program guidelines.
  - Prepare contracts/agreements for families and childcare providers.
  - Creates and maintains files for participating consumers and providers.
  - Monitors attendance reports from childcare providers regarding children from moderate to low-income families enrolled in the scholarship program.
  - Maintains ongoing contact with families participating in the Scholarship Program, monitoring the progress and quality of services provided to children.
  - Maintains accurate and current records regarding applications and active scholarships.
  - Collects and compiles all data necessary for routine and requested reports regarding scholarship activity.
  
- Supports the Scholarship Program Coordinator to manage and maintain a budget and track expenditures and transactions, including:
  - Prepares and submits monthly payments to childcare providers for children served.
  - Maintains a working relationship with the Finance Department for financial record keeping, provider disbursements, requests for funds, and program costs/commitments.

- Collects and compiles all data necessary for routine and requested reports regarding scholarship activity.
- Assists consumers (children and their families), as needed, with the identification of suitable child care resources using Starting Point's child care referral database (WorkLife System) and providing support to Family Resource Navigators as needed.
- Knowledge of available financial assistance options for families in the service delivery area, specifically for moderate to low-income families, and how to connect families with those resources.
- Participates in community outreach activities including community partner events/fairs to provide consumer education and outreach regarding Starting Point and its services.
- Performs other related tasks as assigned.

## **QUALIFICATIONS**

Bachelor's Degree (or equivalent) in Social Work, Nonprofit Administration, Education, Early Childhood Education, or a related field and two years of related experience. Must have computer skills, including proficiency in MS Office (Word, Excel, Outlook, and PowerPoint) and Adobe Acrobat. Must demonstrate the ability to communicate with a diverse range of people and formal organizations. Must be able to organize, prepare, and write reports. Must have the ability to work with an interdisciplinary team. Use of a personal vehicle may be necessary.

- Strong commitment to supporting all families in our community
- Knowledge of local community resources and experience with local childcare systems.
- Ability to interact with families of different backgrounds and cultures.
- Ability to make public presentations and interact with service professionals.
- Ability to manage multiple tasks and assignments.
- Proven ability to maintain timely and accurate records/data for program reporting.
- Proficiency with technology and experience with Microsoft Office Suite.
- Valid driver's license and car insurance with access to own transportation.
- Bilingual English/Spanish is a plus.

## ***Starting Point***

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