



Employment Opportunity

I. Basic Information:			
Job Title:	Childcare Assistance Case Manager	Hours:	37.5
Department:	BSF	Non-Exempt	<input checked="" type="checkbox"/>
Responsible for:	Supervises no other staff	Exempt	<input type="checkbox"/>

II. Synopsis:

Jewish Family and Children's Service of Minneapolis is seeking a full-time BSF Childcare Assistance Case Manager. This position helps Hennepin County families obtain quality childcare by distributing and monitoring government subsidies for daycare. A BSF Case Manager is currently needed to verify eligibility and provide case management and customer service to childcare providers and eligible families.

Responsibilities include:

- Utilizing knowledge about program eligibility and requirements, respond to clients, potential clients, and providers who call, fax, email, and/or drop in the office for childcare assistance, information, resources, and referral.
- Manage participant files by obtaining documentation to assess/re-assess program eligibility and appropriate co-pay amounts. Maintain ongoing communication to assure continuous compliance.
- Make case management decisions regarding eligibility, payment authorizations, and provider payments. Maintain case files and process forms for all communications and any changes in service authorizations including terminations.

III. Job Requirements:

EDUCATION: Bachelor Degree preferred.

EXPERIENCE: Minimum of one year experience in project management, case management or related work.

SKILLS: Must be skilled in documentation and reporting, organization and recordkeeping. Excellent interpersonal, communication and organizational skills. Demonstrated fiscal responsibility. Strong time management, writing and computer skills.

IV. Benefits:

This position offers a competitive salary and benefits package.

How to apply:

Please submit cover letter and resume to Tammy Cohen, Director of Human Resources. E-mail HumanResources@jfcsmpls.org or fax to 952.546.1679. Please specify the position you are applying for.

For more information on this position, see www.jfcsmpls.org. AA/EEO