

MountainHeart

Job Description

Job Title: Early Childhood Associate (TRAILS)
Department: Child Care Resource and Referral
Reports To: Program Director and Professional Development Supervisor
FLSA Status: Non-exempt
OSHA Category: Category 3

Summary: Keep resource inventory clean, accurate and up to date in the inventory tracking system; safely operate and maintain the TRAILS van; communicate with providers and families; link providers to resources; represent the program in a professional manner.

Essential Duties and Responsibilities

- Keep the TRAILS van stocked with resources specific for each trip
- Assist in maintaining inventory; order resource items; label and/or barcode all items in inventory
- Utilize the appropriate inventory system
- Keep TRAILS van clean and in good working condition, including scheduling maintenance
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to child care providers
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities
- Complete a daily trip record on the TRAILS van and submit monthly
- Clean and sanitize all resource items, per protocol, prior to distribution to providers
- Maintain travel log on a daily basis and submit monthly
- Assist TRAILS Early Childhood Specialist with provider visits
- Schedule Class 1 visits with providers to drop off and pick up TRAILS resource items from loan
- Drive or assist the Early Childhood Specialist with driving the TRAILS van
- Attend and participate in all professional development opportunities
- Assist Early Childhood Specialist with scheduling appointments
- Make referrals and link providers to resources
- Prepare materials for distribution to providers
- Assist with displays and marketing to create awareness of the program
- Participate in work groups as assigned
- Refer all suspected cases of child abuse and neglect to the DHHR
- Maintain confidentiality
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.

Updated: September 13, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

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- Dependability - Follows instructions, responds to management direction, completes tasks as directed and within timelines.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent telephone skills and the ability to use office equipment. Maintain confidentiality.

Education and/or Experience:

Graduated with a High School diploma or GED.

Valid driver’s license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

Language Skills:

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to reach, stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

Frequent and extensive travel within the service delivery area is required.

The employee is frequently required to drive, type, hear, sit and be able to see.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is occasionally exposed to fumes from the van. The noise level in the work environment is usually quiet. However, visits to centers may be noisy.

Employee Signature

Date