

# MountainHeart

## Job Description

**Job Title:** Early Childhood Specialist  
**Department:** Child Care Resource and Referral  
**Reports To:** Program Director and Professional Development Team Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 2

**Summary:** Provides professional development, mentoring, technical assistance and resource and referral information to childcare providers and other early childhood professionals.

### Essential Duties and Responsibilities:

- Develop and present professional development sessions to child care providers and other early childhood professionals throughout the service delivery area.
- Adhere to the Department of Health and Human Resources (DHHR) requirement for the provision and content of training.
- Inquire about provider needs and link them to resources.
- Must be knowledgeable of community resources that may be utilized by the children and families served by MountainHeart.
- Provide technical assistance, mentoring and educational support on an ongoing basis throughout the service delivery area.
- Consultation with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, training topics and sessions, technical assistance visits and strategies to assist providers.
- Coordinate/collaborate with other early childhood entities.
- 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.
- Attend and participate in all meetings and professional development sessions as required.
- Submit and maintain WV STARS professional development records, as per policy.
- Alert providers to any recalls of any infant and toddler, early childhood or school age products.
- Submit all monthly reports as required.
- Ensure compliance with state regulations.
- Plan and implement regional child care conferences or quarterly Super Saturdays.
- Plan, coordinate and participate in informational and public awareness campaigns.
- Register training with state-wide training calendar.
- Enter mass entry data into FacsPro system.
- Adhere to the duties as listed in the WV DHHR Child Care Resource and Referral Policies and Procedures.
- Participate in work groups as assigned.
- Refer all suspected cases of child abuse and neglect to the DHHR.
- Maintain confidentiality.
- Other duties as assigned.

September 13, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

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**Supervisory Responsibilities:**

This position does not have any supervisory duties.

**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.
- Dependability - Follows instructions, responds to management direction.

**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. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined. Maintain confidentiality.

**Education and/or Experience:**

Minimum of a bachelor’s degree in an early childhood/child development field or, upon written request, a related field with at least 15 college hours in early childhood and one-year relevant experience. Meet the qualifications to be an approved trainer through the West Virginia Early Care and Professional Development System. Must have 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 and business correspondence. Ability to effectively present information and respond to questions from groups of managers, child care providers, 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 sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds. Frequent and extensive travel within the service delivery area is required.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. However, at training sessions, the noise level may be loud.

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Employee Signature

Date

September 13, 2018

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