



## Job Description

**Job Title:** Early Childhood Specialist (TRAILS)  
**Department:** Child Care Resource and Referral - Region V  
**Reports To:** Professional Development Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Provides one on one monitoring and onsite technical assistance through the TRAILS (Traveling Resources and Information Library System) program. Provides professional development opportunities to childcare providers. Links providers to resources.

### Essential Duties and Responsibilities:

- Develop and present professional development sessions to childcare providers
- Inquire about provider needs and link them to resources
- Provide technical assistance, mentoring and educational support
- Coordinate/collaborate with other early childhood entities
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to childcare providers
- Attend and participate in all meetings and professional development sessions, as required
- Maintain accurate records on childcare providers
- Order and maintain lending library resources, replace broken or unsafe materials as necessary
- Ensure resource inventory data is current and accurate
- Submit and maintain WV Stars professional development records, as per policy
- Adhere to safety and health regulations on all items purchased and loaned. Alert providers to any recall of products
- Submit all monthly reports, as required
- Ensure compliance with state regulations
- Adhere to the duties listed in the WV DoHS Child Care Resource and Referral Policies and Procedures
- Participate in work groups, as assigned
- Refer all suspected cases of child abuse and neglect to DoHS

Mission Statement: *“Working together with individuals, families, and communities to provide resources for a better life”*

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- Participate in community outreach activities as assigned
- Maintain confidentiality
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals
- Collaborate with agency colleagues to reach agency goals and objectives
- Participate in agency committees as needed

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

### **Competencies**

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

- Quantity - Completes work in a 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.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agency's core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

### **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, skills and/or ability required. Some computer skills including Microsoft Word, Excel and Power Point. Excellent telephone skills and ability to use office equipment.

**Education and/or Experience:** Bachelor's Degree in an early childhood/child development field. Must meet the qualifications to be an approved trainer through the WV State Training and Registry System.

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Must have valid West Virginia driver's license; clear criminal background and APS/CPS check and must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**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, stoop, kneel, crouch, or crawl. The employee will be occasionally required to climb and/or balance. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

While performing the duties of this position, the employee is regularly traveling via the TRAILS van within the service delivery area. Visits to child care providers may be noisy. Visits may be conducted outside in all seasons.

Frequent and extensive travel within the service delivery area is required. The employee may also be required to travel within and outside of the State of West Virginia. Nontraditional work hours may be required to meet the contractual obligations.

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Employee Signature

Date

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