



Job Description

Job Title: Early Childhood Specialist
Department: Child Care Resource and Referral – Region V
Reports To: 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 childcare providers and other early childhood professionals throughout the service delivery area
- Adhere to the 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 PD 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 early childhood entities
- 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, per policy
- Alert providers to any recalls of infant and toddler, early childhood or school age products
- Submit all monthly reports, as required

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

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- Ensure compliance with state regulations
- Plan and implement regional childcare conferences or quarterly Super Saturdays
- Plan, coordinate and participate in informational and public awareness campaigns
- Register training with state-wide training calendar
- Adhere to the duties as listed in the WV DoHS Child Care Resource and Referral Policy and Procedure Manual
- Participate in work groups, as assigned
- Refer all suspected cases of child abuse and neglect to the DoHS
- Participate in community outreach activities as assigned
- Perform other duties as assigned to enhance, improve, and accomplish the agency’s mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

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 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:

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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, Excel and Power Point. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined.

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. Must meet the qualifications to be an approved trainer through the WV State Training and Registry System.

Must have a 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. 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.

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.

Employee Signature

Date

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