



## Job Description

**Job Title:** Infant/Toddler Coaching Specialist  
**Department:** Child Care Resource and Referral – Region V  
**Reports To:** Professional Development Team Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Provide specialized coaching and technical assistance to administrators and caregivers of children less than 36 months of age. Provide leadership and implementation for specific infant/toddler quality initiatives.

### Essential Duties and Responsibilities:

#### **Coaching & technical assistance to include general requests for the following:**

- Health & Safety, diapering/handwashing, and safe sleep
- Concerns noted in TACIT visits, ITERS-3 evaluations
- Curriculum implementation
- Biting/expulsion prevention
- I/T Credential Specialization
- Portfolio development as well as other relevant topics

#### **Leadership and implementation include the following:**

- Promote and educate providers and community members on the WV Breastfeeding Friendly Child Care Designation (BFCCD) initiative
- Recruit childcare centers, facilities, and family childcare providers to participate in the initiative
- Serve as lead contact for the site
- Serve as the Team Leader for the TA team consisting of the Child Care Nurse Health Consultant, and the Child Care Health Educator
- Maintain documentation, provide annual check-ins, review steps for renewal, inform State ITSN Coordinator of progress, challenges and completion as needed
- Request bonus stipend once steps are completed

#### **Other duties include:**

- Participate in the Traveling Resources for Infant Providers (T.R.I.P.) program by collaborating with the TRAILS team
- Promote membership in the WV Infant Mental Health Association and provide coaching through the endorsement process

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- Collaborate with local Community Colleges and Technical schools to promote articulation of WVIT I-R and WVIT II
- Work closely with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, visits, and coaching strategies to assist childcare providers
- Participate in the Infant/Toddler Specialist Network
- Attend and participate in Professional Development sessions and meetings, including staff meetings, Professional Development Team meetings and quarterly ITS meetings as required
- Submit all monthly reports as required
- Ensure compliance with state regulations
- Refer all suspected cases of child abuse and neglect to WV 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 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, skill, and/or

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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. Experience in organizing and conference planning, as well as experience on special projects and initiatives preferred.

**Education and/or Experience:**

A Master’s Degree in early childhood, developmental psychology, educational psychology, or child development. Specialized training in coaching and adult learning. Certification for the Program for Infant/Toddler Care. Infant/Toddler Mental Health Endorsement for Category I or II, and three years of work experience as an Infant/Toddler Specialist is preferred. A Bachelor’s Degree in early childhood, developmental psychology, or child development. Specialized training in coaching and adult learning. Certification for the Program for Infant/Toddler Care. Infant/Toddler Mental Health Endorsement for Category I and II, and five years of work experience as an Infant/Toddler Specialist is acceptable.

Must have a valid West Virginia driver’s license; clear criminal background and APS/CPS check 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.

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Employee Signature

Date

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