



Job Description

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

Summary: This position is responsible for the professional development and technical assistance to childcare providers who care for infants and toddlers.

Essential Duties and Responsibilities:

- Develop and present professional development sessions to childcare providers who care for infants and toddlers and other early childhood professionals
- Adhere to the DoHS requirement for the provision and content of training, including WVIT I and WVIT II and/or any other mandated professional training
- Provide technical assistance, mentoring and educational support on an ongoing basis
- Consultation with PD Team Supervisor on an ongoing basis to seek approval on scheduling, training topics and sessions, technical assistance visits and strategies to assist childcare 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 childcare providers of any recalls on any infant and toddler, early childhood, or school age products
- Submit all monthly reports, as required
- Ensure compliance with state regulations
- Assist with planning and implementation of regional childcare conferences and/or Super Saturdays
- Register training with statewide training calendar
- Research and keep current on infant and toddler information and trends
- Document training records
- Prepare action plans and reports

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- Advise, review and recommend infant and toddler resource items to purchase
- Approve and assist in ordering infant and toddler resources for childcare providers
- Adhere to the duties as listed in the WV DoHS Child Care Resource and Referral Policies and Procedures
- Participate in work groups, as assigned
- Participate in community outreach activities as assigned
- Refer all suspected cases of child abuse and neglect to DoHS
- 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 knowledge of Microsoft

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Word, Excel, Power Point and FACTS. Excellent telephone skills. Ability to use and maintain office equipment. Maintain a safe, clean, and functional office work environment. Must have good memory, organizational and listening skills.

Education and/or Experience:

Minimum of a bachelor’s degree in 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 WV State Training and Registry System. Concentration in infant and toddler studies, and/or certification preferred.

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 50 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. Visits to child care providers may be noisy.

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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