



## Job Description

**Job Title:** Subsidy and Resource Coordinator  
**Department:** Child Care Resource and Referral – Region V  
**Reports To:** Program Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Assist Program Director with all aspects of the Childcare Subsidy Program.

### Essential Duties and Responsibilities:

- Assist Program Director with coordination, quality assurance, and management of the Subsidy Division of the CCR&R Program
- Assist Program Director with supervision of all childcare staff, making recommendations on employment, promotion, disciplinary action, or termination
- Complete on-going observations and evaluations of Subsidy Supervisors
- Visit all offices in Childcare Region V on a regularly scheduled basis for quality review
- Act as liaison between CCR&R Region V and WV DoHS Division of Early Care and Education for subsidy questions and issues
- Coordinate with the Quality Control Audit Specialist to determine and schedule based upon the training needs of the subsidy team
- Investigate complaints regarding the subsidy program and report findings to Program Director
- Compile all subsidy reports and yearly narratives and submit to the Program Director for approval
- Conduct yearly childcare needs assessment
- Provide information on subsidy team activities to the Program Director
- Consult with the Program Director to receive feedback, advisement, and approval
- Assist in providing new hire orientation and on-boarding paperwork
- Assist in the organization and facilitation of conferences, professional development and meetings
- Review the need for outreach services on a quarterly basis
- Provide back-up office coverage and case management services, as needed
- Refer all suspected cases of child abuse and neglect to WV DoHS

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- Adhere to duties as listed in WV DoHS Child Care Resources and Referral Policies and Procedures
- 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 has 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 agencies 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 Word, Excel, Power Point and PATH. 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:**

Bachelor's degree required in early childhood, social work, sociology, psychology, counseling, or related field. Social Work license is preferred. Thorough knowledge of

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childcare policies. A minimum of two years of management/supervisory and project implementation is preferred.

Must have a valid West Virginia driver's license; clear criminal background with no charges related to child abuse, domestic violence or drug charges; and a clear 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 contractual requirements.

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Employee Signature

Date

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