

# RIVER VALLEY CHILD DEVELOPMENT SERVICES

## Internal /External I Job Posting



**DATE POSTED:** February 20, 2019

**DATE CLOSED:** Until filled

**PROGRAM NAME:** WV Birth To Three  
Regional Administrative Unit IV

**JOB TITLE:** Interim Service  
Coordinator

### QUALIFICATIONS:

RVCDS/BTT is seeking one (1) full-time Interim Service Coordinator based in our Huntington, WV office. The ideal candidate will provide in-home services for children zero to three who meets the eligibility criteria for Birth to Three services. Applicant must have exceptional organizational and interpersonal skills. The Interim Service Coordinator is responsible for obtaining initial intake information, coordinating teams and facilitating meetings. The Interim Service Coordinator is responsible for efficient and accurate paperwork that must be submitted to meet federally mandated time-lines. Extensive driving to families homes is required so applicants must have a reliable vehicle and a current driver's license. Bachelor's degree in human services, early childhood or related field is required. Salary based on education (\$32,000- \$36,000). Must pass a drug screening. Expected area of coverage will include Boone, Cabell, Lincoln, and Logan, Mason, Mingo, Putnam and Wayne County.

**\*Go to [www.rvcds.org](http://www.rvcds.org) to view job description and application\***

### TO APPLY, CONTACT:

Whitney Smith, Human Resources Coordinator  
River Valley Child Development Services  
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611 Seventh Avenue  
Huntington, WV 25701  
(304) 523-3417  
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

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It is understood that employees will not be considered eligible for transfer To another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**