

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Field Representative/Monitor (substitute)
Program:	Family Child Care Food Program
FLSA Class:	Non-exempt
Position Accountable to:	Executive Director, Director
Position(s) Accountable for:	none
Purpose of Position:	Monitor Family Child Care Homes for compliance of policies set by USDA and Office of Child Nutrition
Educational Requirements:	High School Diploma or GED
Experiential Requirements:	Must be a minimum of 18 years of age. Prefer experience in early childcare or nutrition.
STARS level:	Level II or above
Additional Training required	none
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	STARS Certification

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible and dependable.

Attention to detail with ability to perform assignments efficiently and accurately.

Ability to work flexible hours including occasional evening and weekend hours.

Ability to multi-task, be self-motivated and adapt to change.

Ability to work independently.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must pass pre-employment drug test.

Must have reliable transportation.

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission.

Keep director informed on all relevant matters.

Follow the National Association for the Education of Young Children (NAEYC) standards.

Follow WVDHHR Licensing Regulations.

Follow USDA Child and Adult Care Food Program requirements

Program

Understand and implement regulations dealing with family child care which are mandated by the Department of Agriculture (USDA) and the West Virginia Department of Education.

Understand provider's role and responsibilities.

Plan schedules for home reviews.

Monitor family child care homes for compliance of the CACFP requirements.

Document all findings during the home review.

Provide technical assistance to child care providers.

Other Job Responsibilities:

As assigned by director.

Signature

Date