

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
Program:	Family Day Care Food Program
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Carry out policies set by USDA and Office of Child Nutrition
Educational Requirements:	High School diploma or GED
Experiential Requirements:	N/A
STARS level:	II
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers 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.

Possess excellent verbal and written communication skills and computer skills.

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.

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

Ability to lift forty (40) pounds.

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Program

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

Understand provider's role and responsibilities.

Enroll and provide required training for family day care providers.

Monitor family day care homes at least three (3) times a year.

Provide technical assistance.

Evaluate all menus monthly and work with the providers who are not in compliance with federal regulations to make necessary corrections.

Prepare monthly mailings.

Publish monthly newsletter.

Communicate clearly and accurately both verbally and in writing with the public and agency personnel.

Communication with and cooperate with the Resource and Referral and WVDHHR to ensure state compliance.

Responsible for completeness and accuracy of all records.

Enter provider information in appropriate computer software.

Prepare parent letters.

Prepare weekly schedules.

Regular travel within an assigned region.

Any other duties assigned by the Executive Director, Supervisor.