

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:	Administrative Secretary-Major Grant
Program:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Director – Link CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Perform secretarial duties for the CCR&R
Educational Requirements:	High school diploma or equivalent
Experiential Requirements:	0-1 year
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan (ISDP)
Drivers License, Liability Insurance, and Acceptable Driving Record:	Not required
Provisional Employment Period:	3 months
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:

Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.

Able to provide excellent customer service.

Reliable, responsible, dependable, and flexible.

Demonstrate excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.

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

Must pass a pre-employment drug test.

Must apply to and remain on the STARS registry.

Able to travel when needed.

Have access to dependable transportation.

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

Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes

and other items that need to be moved.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Link Child Care Resource & Referral (Link CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit bi-weekly timesheets in accordance with River Valley Child Development Services (RVCDS) policies and procedures.

Submit a leave request form when requesting time off in accordance with RVCDS policies and procedures.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees paid while performing job responsibilities in accordance with RVCDS policies and procedures.

Submit other forms as requested in accordance with RVCDS policies and procedures.

Program

Meet expectations of the West Virginia Department of Health and Human Resources (WVDHHR), Bureau of Children and Families (BCF), Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual) as it applies to this position.

Perform secretarial duties to include but not limited to: greeting customers, answering phones, processing mail, filing, copying, printing and other support duties as necessary.

Answer multi-line switchboard and assist callers or transfer to appropriate staff person.

Serve as first point of contact for all visitors coming into the main Link CCR&R office including but not limited to clients, providers, vendors, delivery personnel.

Serve as first point of contact for customers requesting literature on consumer education and community resources.

Assist visitors in finding the appropriate staff person to meet their request; make copies of any verification or other documentation as needed.

Attend monthly Link CCR&R staff meetings and take minutes; type meeting minutes within 48 hours after meeting and forward to Program Director; email to all Link CCR&R staff after Program Director approval.

Retrieve mail daily from RVCDS main sorting area.

Maintain recorded log of incoming mail, primarily client verification and any money orders; distribute mail daily to appropriate staff.

Check office drop box if supervisors are not available to check it.

Maintain office supply inventory list; report when supplies are low to Program Director; assist with purchasing as needed.

Verify orders when they arrive; date stamp invoices; maintain office file of invoice copies and send originals to Program Director.

Maintain organization of office supply rooms.

Maintain provider listserv by updating at least monthly.

Email newsletter to provider listserv quarterly; email other correspondence as requested.

Bind and maintain supply of Provider Payment Training booklets for Huntington office.

Serve as the office manager of Voter Registration using the policies, procedures and requirements established by the WVDHHR.

Maintain required forms; print or order forms as needed.

Maintain office visitor log book and fax log book.

Maintain conference room scheduling calendars; send list of scheduled events to RVCDS Administrative Secretary monthly; notify of updates as needed.

Maintain staff in and out sheet, as informed by staff, for purposes of Disaster Preparedness and fire drills.

Ensure consumer education posters and supply of resource booklets in literature racks are maintained and current; serve as a point of contact for customers requesting literature.

Serve as a notary for CCR&R.

Participate on committees relevant to program/projects as requested.

Collect and report statistical data as required on a monthly basis.

Maintain appearance of office lobby by keeping supplies organized and toys in designated storage bins; clean toys as needed; mop lobby at least once a week.

Take recyclable materials to recycle dumpster.

Other Job Responsibilities:

Prepare routing correspondence including labels.

Distribute provider in-stock grant items.

Assist in annually assessing the supply and demand for child care services in each county.

Accept referrals from TANF and WV Works.

Cooperate with local DHHR staff to assist in finding appropriate child care for WV Works participants.

Assist subsidy staff in guiding parents to make informed choices in selecting child care and community resources.

Print and distribute quarterly newsletters as requested.

Back-up to run daily mail and deliver to post office.

Any other duties assigned by the Executive Director, Director - Link CCR&R.

Staff Signature: _____

Date: _____