

River Valley Child Development Services

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

Job Description

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| Position: | Administrative Secretary – Logan Office-Major Grant |
| Program: | Link Child Care Resource & Referral |
| FLSA Class: | Non-Exempt |
| Position Accountable to: | Supervisor, Director – Link CCR&R, Executive Director |
| Position(s) Accountable for: | N/A |
| Purpose of Position: | Perform secretarial duties for the CCR&R – Logan Office |
| 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 |

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| <p>Capabilities/Skills:</p> <p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality; provide excellent customer service.</p> <p>Reliable, responsible, dependable, and flexible.</p> <p>Demonstrate excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must pass a pre-employment drug test.</p> <p>Must apply to and remain on the STARS registry.</p> <p>Able to travel when needed.</p> <p>Have access to dependable transportation.</p> <p>Attention to detail with ability to perform assignments efficiently and accurately.</p> |
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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.

Participate in monthly Link CCR&R staff meetings.

Maintain recorded log of all incoming mail.

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

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

Ensure consumer education posters and supply of resource materials in literature racks are maintained and current.

Maintain the inventory of provider grant health and safety equipment; notify Supervisor – Provider Services when supply is low.

Maintain office supply inventory; notify Director when supplies are needed.

Maintain required forms; print or order forms as needed.

Maintain office visitor log book and fax log book.

Serve as a notary for CCR&R.

Participate on committees relevant to program/projects as requested.

Collect and report statistical data as required monthly.

Maintain appearance of office lobby by keeping supplies organized and toys in designated storage bins; clean office as needed.

Other Job Responsibilities:

Prepare routing correspondence including labels.

Distribute provider in-stock grant items.

Distribute mail daily.

Assist in annually assessing the supply and demand for child care services in counties served by the Logan office.

Accept referrals from TANF and WV Works.

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

participants.

Assist in maintenance of office equipment.

Distribute quarterly newsletters as requested.

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

Staff Signature: _____

Date: _____