

# River Valley Child Development Services

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

## Job Description

<b>Position:</b>	Interim Service Coordinator
<b>Program:</b>	WV Birth to Three Regional Administrative Unit (RAU)
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Director, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Ensure the implementation of the WV Birth to Three Individualized Family Service Plan process
<b>Educational Requirements:</b>	Bachelor's degree in a related human service field such as social work, early childhood, special education, nursing, psychology, child and family studies (or equivalent field of study or counseling).
<b>Experiential Requirements:</b>	MA and experience preferred
<b>Additional Training required</b>	Fulfill requirements of Individual Staff Development Plan (ISDP)
<b>Driver's License, Liability Insurance and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period</b>	90 days

<b>Capabilities/Skills:</b>
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal and written communication skills.</p> <p>Ability to interact with families of different cultural/socioeconomic backgrounds in a nonjudgmental way.</p> <p>Ability to physically navigate steps, uneven surfaces and wide variety of terrains.</p> <p>Computer, internet and e-mail skills.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p>

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to engage effectively with the public and community.

Ability to lift forty (40) pounds.

**Essential Responsibilities:**

**Agency**

Adhere to NAEYC Code of Ethics.

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

Follow all agency policies and procedures.

Keep supervisor informed on all relevant matters.

Work effectively within a diverse environment.

**Program**

Extensive travel required—some on unpaved roads, through creek beds.

Make contact with referred family to assure appropriateness of referral.

Follow-up with primary referral source regarding program enrollment.

Gather intake information regarding needs of child and family related to everyday activities and routines.

Coordinate program enrollment procedures.

Coordinate and participate in eligibility determination.

Coordinate activities of multidisciplinary assessment team.

Facilitate team development of outcomes, objectives and strategies with measurable criteria based on assessment information.

Keep accurate documentation of contacts and activities.

Meet required Part C timelines.

Keep job processes up to date with step by step directions.

Prepare requested reports with deadline.

Attend and participate in monthly staff meetings.

Serve on assigned agency and community collaborative committees.

Represent agency and RAU at community fairs.

Distribute WV Birth to Three public awareness materials to places families frequent.

Actively participate in Child Find/Public Awareness activities.

Assist with keeping Central Directory current.

Regular travel within an assigned region.

Any additional duties as assigned by Executive Director, Director.

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Signature

\_\_\_\_\_  
Date