

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:	Grants and Professional Development Services Statewide Coordinator
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	Local Young Child Wellness Coordinator (1), Child Care Health Educators (2), Child Care Nurse Health Consultants (6)
Purpose of Position:	Coordinate, oversee, and ensure implementation of a designated WVECTCR grant and/or specific grant projects; and Health, Safety, Nutrition Professional Development services provided by Child Care Health Educators and Child Care Nurse Health Consultants.
Educational Requirements:	Minimum bachelor's degree from an accredited college or university in management, human services, or related field
Experiential Requirements:	Three (3) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications, Tests, Licenses:	N/A

Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, flexible and self-initiated.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Able to apply critical thinking skills, use professional judgment, and utilize strong decision making skills.

Demonstrates conflict management skills.

Knowledge of grant management and implementation.

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Effective: 7/1/2018

Engage effectively with the public and community. Able to foster collaborative relationships.

Provide professional customer service.

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Possess excellent presentation, facilitation, and strategic planning skills.

Possess excellent supervisory and leadership skills.

Able to evaluate program data and reports.

Able to lift various items: boxes, paper, supplies, etc.

Able to travel frequently within WV; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

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

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

Essential Responsibilities

Agency

Follow all agency policies, procedures, and practices.

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.

Staff Supervision – Local Young Child Wellness Coordinator, Child Care Health Educators, and Child Care Nurse Health Consultants

Oversee all activities and grant requirements of the Local Young Child Wellness Coordinator, Child Care Health Educators, and Child Care Nurse Health Consultants. Ensure job responsibilities are appropriate (reviewing and revising at least annually), are being performed satisfactorily, and are meeting the grant requirements.

Ensure staff is aware of, and are following, RVCDS and grant specific policies and procedures.

Approve bi-weekly payroll timesheets, leave requests, and leave forms.

Approve monthly and overnight travel, forward to WVECTCR Assistant Statewide Director.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed, in conjunction with WVECTCR Statewide Director. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Assist in the recruitment, hiring, and training of Project LAUNCH staff, Child Care Health Educators and Child Care Nurse Health Consultants, including overseeing the project orientation for new staff and securing office locations and logistics for staff.

Ensure mandatory trainings (Medication Administration and Making A Difference) are covered in all regions in the event of a Child Care Nurse Health Consultant position vacancy.

Conduct monthly Project LAUNCH staff meetings and submit written meeting minutes to the WVECTCR Statewide Director.

Conduct at minimum, monthly web meetings, and quarterly face-to-face staff meetings, with the Child Care Health Educators and Child Care Nurse Health Consultants and submit written meeting minutes to the WVECTCR Statewide Director.

Attend monthly supervisor meetings.

Program

Coordinate and facilitate the implementation of the Home Visitation and Project LAUNCH grants that are administered by WVECTCR/RVCDS.

Ensure the WVECTCR Home Visitation and Project LAUNCH grant is implemented according to policy and procedure, and meets the WVECTCR work plan objectives.

Work closely with the WV Home Visitation Program Director, evaluate, plan, develop and update all aspects of the Home Visitation and Project LAUNCH grants and statements of work. Provide recommendations for program improvement.

Collaboratively oversee the Home Visitation and Project LAUNCH budget and allocation of funds for projects.

Oversee all Home Visitation and Project LAUNCH contracts, agreements, and BEOs related to projects and purchases/payments.

Maintain a working knowledge of the program budget. Follow the RVCDS procurement policies and procedures for processing of payments, agreements, etc.

Maintain budget balances for all Home Visitation and Project LAUNCH grants and collaboratively analyze and report on financial statements.

Attend and participate in quarterly WVECTCR Advisory Board meetings, as requested.

Secure conference/meeting facility and serve as contact for related events, as requested by the WV Home Visitation Program Director.

Contact and secure trainers/speakers and execute training agreements for conferences, trainings, and/or meetings.

Create purchase orders for speaker/trainer/facility payment.

Oversee processing and purchasing of materials and resources for related conferences, trainings, and/or meetings.

Register all Home Visitation and Project LAUNCH trainings with WV STARS, ensuring all WV STARS policies are being followed.

Coordinate, oversee, and ensure implementation of the Health, Safety, Nutrition Professional Development services provided by Child Care Health Educators and Child Care Nurse Health Consultants, ensuring grant objectives are being met.

Create, review annually, and revise as necessary, an internal policy and procedure manual for the Child Care Health Educators and Child Care Nurse Health Consultants. Ensure policies and procedures are being followed for quality program implementation.

Review, and make recommendations for, the Child Care Health Educators and Child Care Nurse Health Consultants social media accounts.

Review all promotional and informational materials prior to distribution (newsletters, flyers, presentations, etc.)

Ensure all Child Care Health Educator and Child Care Nurse Health Consultant trainings are registered with WV STARS and that WV STARS policies are adhered to by the Child Care Health Educators and Child Care Nurse Health Consultants.

Remain aware of emerging trends, updates, and new recommendations in local, state, and national requirements, regulations, recommendations, and best practices for health, safety, and nutrition as it relates to child care settings.

Work collaboratively with the WVECTCR Statewide Director to create, review, and revise all WVECTCR sub-grant award policies and procedures.

Receive, and process for review, all WVECTCR sub-grant applications, according to policy and procedure. Communicating with applicants, as necessary.

Assist in creating, reviewing and revising sub-grant award documentation: applications, award letters, grant summary reports, etc.

Receive and reconcile all sub-grant award expenditure documentation and grant summary reports and assist

with determining compliance of award expenditures.

Develop and maintain a system for tracking all sub-grant applicants, recipients, compliance, etc.

Develop and conduct quality assurance measures to ensure grant objectives, policies, and procedures are being met. Report findings to the WVECTCR Statewide Director.

Establish contacts, build relationships, act as a liaison, and collaborate with stakeholders and partners.

Attend and participate on committees as assigned by WVECTCR Statewide Director, and/or RVCDS Executive Director.

Attend local, state, or national meetings/trainings/conferences for training and/or to provide information on relevant projects.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, and staff supervised.

Attend and participate in monthly WVECTCR staff meetings, and monthly meetings with the WVECTCR Statewide Director.

Receive and review monthly statistical and quarterly reports from staff. Prepare and submit a monthly statistical report to the WVECTCR Assistant Statewide Director and quarterly report to the WVECTCR Statewide Director.

Utilize reports to make recommendations for program improvement.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director.

Employee Signature

Printed Name

Date