

# 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>	Local Young Child Wellness Coordinator – Project LAUNCH
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	350 Capitol Street Charleston, WV
<b>FSLA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	Grants and Professional Development Services Statewide Coordinator, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Lead all Project LAUNCH activities within the West Side of Charleston
<b>Educational Requirements:</b>	High School Diploma; 15-30 college credit hours; Associate or Bachelor’s degree from an accredited college or university in a social service field required.
<b>Experiential Requirements:</b>	Three (3) to ten (10) years combination of education, training, and/or relevant professional experience in child development, public health, mental health or substance abuse prevention services. Must have established presence/relationship with the Project LAUNCH target community – the West Side of Charleston.
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	N/A

### Capabilities and Skills

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

Reliable, responsible, and dependable.

Effective time management and attention to detail.

Work effectively within a diverse environment. Able to work with individuals and groups in a culturally and linguistically competent manner.

Demonstrates conflict management skills.

Engage effectively with the public and community.

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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, problem solving, strategic planning, and leadership skills.

Able to organize, coordinate, and lead diverse people into effective committees and task forces.

Able to apply critical thinking skills.

Able to evaluate statistics and reports. Offers recommendations and solutions when necessary.

Knowledge of grant management and implementation.

Knowledge of early childhood development across physical, mental, social, emotional, and behavioral domains and related service systems.

Able to monitor and assess efficiency and effectiveness of implementation of services to children and families, including identifying and resolving problems in program operations on a local level.

Able to foster collaborative relationships.

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

Able to travel frequently; 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.

#### **Program**

Lead all Project LAUNCH activities within the West Side of Charleston.

Collaboratively submit progress and evaluation reports and tracking data to SAMHSA.

Participate in SAMHSA and National Resource Center calls, webinars, and meetings, including, but not limited to, GPO calls and meetings, and topical calls and webinars.

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Collaboratively revise the disparities impact statement, if needed.

Collaboratively update the environmental scan, if needed.

Review other local plans for overlap and/or changes that impact Project LAUNCH.

Ensure effective and efficient implementation of the strategic plan, collaboratively updating as necessary (at least annually).

Participate in the State Young Child Wellness Council meetings, if requested.

Recruit members, convene, and lead the Local Young Child Wellness/West Side Proud Council.

Manage and facilitate various services and activities to take place at Mary C. Snow Elementary School.

Create and lead the Local Young Child Wellness/West Side Proud Council subcommittees.

Increase recognition of Project LAUNCH and young children's social-emotional wellness: collaboratively create and implement the Project LAUNCH brand and public awareness campaign; website with resource directory; positive community norms; and social media account(s).

Serve as a liaison with other initiatives and coalitions to support young children's social-emotional wellness.

Establish relationships and coordinate with agencies and organizations providing services on the West Side of Charleston and other local stakeholders.

Foster and support local collaborative projects to better coordinate services for families on the West Side of Charleston.

Collaboratively work with other state-level stakeholders to develop sustainability.

Attend local, state, or national meetings/trainings/conferences, as needed.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Grants and Professional Development Services Statewide Coordinator, WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WVECTCR staff meetings, and monthly Project LAUNCH staff meetings.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, and/or supervisor.

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**Employee Signature**

**Printed Name**

**Date**

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