

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:	Young Child Wellness Expert – Project LAUNCH
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	303 Washington Street West Suite 202 Charleston, WV
FSLA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	Home Visitation Grant Statewide Coordinator, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Lead all Project LAUNCH activities within the funded grant at the state level and collaboratively ensure the effective and efficient delivery of Project LAUNCH services within the Project LAUNCH target community, the West Side of Charleston, during the life of the grant.
Educational Requirements:	Master’s degree in a social service field required
Experiential Requirements:	Demonstrated expertise in public health and/or early childhood mental health and development. Minimum two (2) years of experience working with families regarding substance abuse and/or domestic violence.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers 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, 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.

Provide professional customer service.

Revised: 5/8/2017 BNH

Effective: 7/1/2017

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.

Demonstrated experience in mobilizing service systems, management, and policy analysis.

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

Serve as a liaison with service providers.

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.

Collaboratively revise the disparities impact statement, as necessary.

Collaboratively update the environmental scan, as necessary.

Review other state 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).

Recruit member, convene, and lead the State Young Child Wellness Council.

Participate in the Local Young Child Wellness/West Side Proud Council meetings.

Serve as liaison with other state-level workforce development efforts to increase the understanding of social-emotional development of young children.

Increase recognition of Project LAUNCH and young children's social-emotional wellness: collaboratively create and implement Project LAUNCH brand and public awareness campaign; positive community norms.

Collaboratively represent Project LAUNCH within the Infant Toddler Mental Health Association.

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

Work with other state-level stakeholders to coordinate across service systems to facilitate policy reforms, infrastructure improvements, and sustainability.

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

Prepare and submit monthly statistical report to the WVECTCR Assistant Director and a quarterly report to the WVECTCR Statewide Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Home Visitation Grant Statewide Coordinator, WVECTCR Assistant 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.

Employee Signature

Printed Name

Date