



Job Description

Job Title: Early Childhood Associate (TRAILS)
Department: Child Resource and Referral – Region 5
Reports To: Professional Development Team Supervisor
FLSA Status: Non-Exempt
OSHA Category: Category 3

Summary: Keep resource inventory clean, accurate and up to date in the inventory tracking system; safely operate and maintain TRAILS van; communicate with providers and families; link providers to resources; represent the program in a professional manner.

Essential Duties and Responsibilities:

- Keep the TRAILS van stocked with resources specific for each trip
- Assist in maintaining inventory, order resource items, label and/or barcode all items in inventory
- Utilize the appropriate inventory system
- Keep TRAILS van clean and in good working condition, including scheduling maintenance
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to child care providers
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities
- Clean and sanitize all resource items per protocol to distribute to providers
- Maintain travel log on a daily basis and submit monthly
- Assist TRAILS Early Childhood Specialist with provider visits
- Schedule Class I and II visits with providers to drop off and pick up TRAILS resource items from loan
- Drive and assist the Early Childhood Specialist with driving the TRAILS van
- Attend and participate in all professional development opportunities
- Assist Early Childhood Specialist with scheduling appointments
- Make referrals and link providers to resources
- Prepare materials for distribution to providers
- Assist with displays and marketing to create awareness of the program

Mission Statement: "Working together with individuals, families, and communities to provide resources for a better life"

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- Adhere to duties as listed in WV DoHS Child Care Resources and Referral Policies and Procedures
- Participate in work groups as assigned
- Refer all suspected cases of child abuse and neglect to DoHS
- Participate in community outreach activities as assigned
- Maintain confidentiality
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals
- Collaborate with agency colleagues to reach agency goals and objectives
- Participate in agency committees as needed

Supervisory Responsibilities: This position has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agency's core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill and/or ability required. Some computer skills including knowledge of Microsoft Word, Excel and Power Point. Excellent communication skills, ability to operate office equipment and

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maintain confidentiality.

Education and/or Experience:

Must have a High School Diploma or GED.

Must have valid West Virginia driver's license; clear criminal background and APS/CPS check and must be bondable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, stoop, kneel, crouch, or crawl. The employee will be occasionally required to climb and/or balance. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

While performing the duties of this position, the employee is regularly traveling via the TRAILS van within the service delivery area. Visits to child care providers may be noisy. Visits may be conducted outside in all seasons.

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees. Nontraditional work hours may be required to meet the contractual obligations.

Frequent and extensive travel within the service delivery area is required. The employee may also be required to travel within and outside of the State of West Virginia. Nontraditional work hours may be required to meet contractual obligations.

Employee Signature

Date

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