



Job Description

Job Title: Assistant Program Director Region VI
Department: Child Care Resource and Referral
Reports To: Program Director
FLSA Status: Exempt
OSHA Category: Category 3

Summary: Assist Program Director with all aspects of the childcare program.

Essential Duties and Responsibilities:

- Supervise, audit, review and monitor subsidy program.
- Provide technical assistance and supervisory back up as needed.
- Assist Program Director with supervision of all childcare staff, making recommendations to the Program Director on employment, promotion, disciplinary action, or termination.
- Assist Program Director with all components of the CCR&R Program including but not limited to: management of the subsidy certification system, resource and referral, professional development and the health and safety grant program.
- Assist with case management auditing duties.
- Responsible for the compilation and submission of numerous reports.
- Travel to other offices and meetings within the region as directed.
- Conduct staff orientation and new hire paperwork, as directed.
- Provide backup office coverage when needed.
- Assist in planning, organizing conferences, professional development and facilitating meetings.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

This position has supervisory duties.

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

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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 agencies core values:

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|----------------------|-----------------|
| • 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, PATH, Excel and Power Point. Excellent telephone skills and ability to operate office equipment. Must be able to interpret and communicate policy and procedures.

Education and/or Experience:

Bachelor's degree required in early childhood, social work, sociology, psychology, counseling or related field. Social work license is preferred. With two years of management/supervisory and project implementation experience preferred.

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

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While performing the duties of this job, the employee is regularly required to stand. 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:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

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