



## Job Description

**Job Title:** Early Childhood Specialist (TRAILS)  
**Department:** Child Care Resource and Referral  
**Reports To:** Professional Development Team Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Provides one on one mentoring and onsite technical assistance through the TRAILS (Traveling Resource and Information Library Service) program. Provides professional development opportunities to childcare providers. Links providers to resources.

### Essential Duties and Responsibilities:

- Develop and present professional development sessions to childcare providers.
- Inquire about provider needs and link them to resources.
- Provide technical assistance, mentoring and educational support.
- Coordinate/collaborate with other early childhood entities.
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to childcare providers.
- Attend and participate in all meetings and professional development sessions as required.
- Maintain accurate records on childcare providers.
- Order and maintain lending library resources, replacing broken or unsafe materials as necessary.
- Ensure resource inventory data is current and accurate.
- Submit and maintain WV STARS professional development records, as per policy.
- Adhere to safety and health regulations on all items purchased and loaned. Alert providers to any recalls of products.
- Submit all monthly reports as required.
- Ensure compliance with state regulations.
- Submit at least one newsletter article on a quarterly basis.
- 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 does not have supervisory responsibilities.

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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:

- |                      |                 |
|----------------------|-----------------|
| • 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. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined. Experience with adult learners and training preparation preferred.

**Education and/or Experience:**

A master's degree in early childhood, elementary education, special education, educational psychology, or child development is preferred. A bachelor's degree in early childhood, elementary education, special education, or child development is acceptable.

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.

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**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. 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.

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Employee Signature

Date

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