



Job Description

Job Title: Infant and Toddler Specialist
Department: Child Care Resource and Referral
Reports To: Professional Development Team Supervisor
FLSA Status: Exempt
OSHA Category: Category 3

Summary: This position is responsible for the professional development and technical assistance to providers caring for infants and children.

Essential Duties and Responsibilities:

- Develop and present professional development sessions to childcare providers who care for infants and toddlers and other early childhood professionals.
- Adhere to the Department of Human Services (DoHS) requirement for the provision and content of training, including WVIT I and WVIT II and/or any other mandated professional development.
- Provide technical assistance, mentoring and educational support on an ongoing basis.
- Consultation with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, training topics and sessions, technical assistance visits and strategies to assist providers.
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities.
- Attend and participate in all meetings and professional development sessions as required.
- Submit and maintain WV STARS professional development records, as per policy.
- Alert providers to any recalls of any infant and toddler.
- Submit all monthly reports as required.
- Ensure compliance with state regulations.
- Assist with planning and implementation of regional childcare conferences or quarterly Super Saturdays.
- Registers training with statewide training calendar.
- Research and keep current on infant and toddler information and trends.
- Document training records.
- Prepare action plans and reports.
- Advise, review and recommend infant and toddler resource items to purchase.
- Approve and assist in ordering infant and toddler resources for providers.
- Extensive travel is required.

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

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- 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.

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. 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 learning is preferred.

Education and/or Experience:

A master's degree in early childhood, developmental psychology, educational psychology, or child development and one year of professional, paid, and documented work experience with infants and toddlers under the age of 36 months is preferred. A bachelor's degree in early childhood, developmental psychology, or child development, and one year of professional, paid, and documented work experience with infants and toddlers under the age of 36 months is acceptable.

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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.

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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