

RIVER VALLEY CHILD DEVELOPMENT SERVICES

Internal Job Posting



DATE POSTED: August 14, 2017 **DATE CLOSED:** Until Filled
PROGRAM NAME: WV BTT RAU III **JOB TITLE:** Interim Service Coordinator

QUALIFICATIONS:

River Valley Child Development Services is looking for an Interim Service Coordinator for our West Virginia Birth to Three programs in RAU III (Kanawha, Clay, Jackson, and Roane counties). Must have exceptional organizational and interpersonal skills. Will be completing intake, eligibility, and enrollment paperwork/duties. Must ensure competence and accuracy of paperwork as well as ensuring federally mandated timelines are met. Extensive driving required must have reliable vehicle and a current driver's license. Bachelor's degree in human services, early childhood education or related field required. Salary based on education. Must pass a drug screening.

Go to www.rvcds.org to view job description and application

TO APPLY, CONTACT:

Whitney Smith, Human Resources Coordinator
River Valley Child Development Services
611 Seventh Avenue
Huntington, WV 25701
wsmith@rvcds.org
(304) 523-3417
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

It is understood that employees will not be considered eligible for transfer to another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**