

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services for children, families, and communities

## Job Description

<b>Position:</b>	Child Care Nurse Health Consultant – Child Care Resource Center (CCRC) CCR&R Region
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	3461 University Avenue Suite 106 Morgantown WV 26505 – provides services to the regions of CCRC CCR&R (8 counties)
<b>FSLA Classification:</b>	Exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	Supervisor – Health, Safety, Nutrition Training & TA, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Provide technical assistance and develop and conduct professional development trainings on Medication Administration and other health and safety topics for child care providers
<b>Educational Requirements:</b>	Associate degree in nursing, bachelor’s degree preferred.
<b>Experiential Requirements:</b>	Two (2) years of teaching and training experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Driver’s License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	RN license, current and unrestricted; WV STARS Trainer Credential

### Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, and dependable.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Demonstrates conflict management skills.

Engage effectively with the public and community.

Provide professional customer service.

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Possess excellent presentation skills.

Use professional judgment and utilize strong decision making skills.

Able to lift various items: boxes, paper, supplies, etc.

Able to travel extensively within an assigned region; will require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

Must have an acceptable Criminal Investigation Background (CIB) check. May require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the WV STARS career pathway.

### **Essential Responsibilities**

#### **Agency**

Follow all agency policies and procedures.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

#### **Program**

Assess the educational needs of child care providers, develop and conduct professional development trainings on health and safety topics as they relate to the state child care licensing requirements and national health and safety standards for out-of-home care.

Educate child care providers about (not an all-inclusive list): Medication Administration; Making a Difference Mandated Reporter; abusive head trauma.

Link all professional development trainings to the WV Core Knowledge and Competencies.

Register all professional development trainings with WV STARS, following WV STARS policy and procedures for WV STARS trainers and training registration.

Assist child care providers in reviewing policies related to health and safety topics.

Provide consultation to child care providers on: health and safety topics; children who have acute and chronic

illnesses, special needs, and/or safety or nutritional needs.

Provide outreach about the Child Care Nurse Health Consultant services to child care providers, child care directors, and family home providers.

Develop and disseminate informational materials to child care providers on a variety of health and safety related topics.

Assist in providing coverage of training and technical assistance in surrounding regions, in the event of vacancy of another Child Care Nurse Health Consultant.

Remain aware of emerging trends, updates, and new recommendations in local, state, and national requirements, regulations, recommendations, and best practices for health and safety as it relates to child care settings.

Maintain and update social media account(s) for Child Care Nurse Health Consultants. Ensure all Child Care Nurse Health Consultant information is current and up-to-date on WVECTCR website.

Monitor/assess performance of self and program through participant evaluation to make quality improvement or take corrective action. Submit copies of training evaluations to supervisor, when requested.

Participate on committees and/or attend meetings relevant to program projects, or as assigned by the Supervisor – Health, Safety, Nutrition Training and TA, WVECTCR Statewide Director, or RVCDS Executive Director.

Prepare and submit monthly statistical report to the WVECTCR Assistant Statewide Director and quarterly report to the WVECTCR Statewide Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Supervisor – Health, Safety, Nutrition Training and TA, WVECTCR Assistant Statewide Director and WVECTCR Statewide Director; respond to meeting notifications sent through Outlook Calendar.

Attend and participate in monthly Child Care Nurse Health Consultant and Child Care Health Educators staff meetings.

Attend and participate in monthly WVECTCR staff meetings.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, WVECTCR Assistant Statewide Director and/or Supervisor – Health, Safety, Nutrition Training and TA.

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**Employee Signature**

**Printed Name**

**Date**