

River Valley Child Development Services

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

Job Description

Position:	TRAILS Associate
Program:	Connect Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Choices CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as Traveling Resource and Information Library System (TRAILS) Associate
Educational Requirements:	High School Diploma or equivalent
Experiential Requirements:	Two year experience of working with children, families and/or caregivers in the early care and education field preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Period:	Three months

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible and dependable.

Possess excellent verbal, written communication and computer skills.

Able to travel extensively.

Ability to drive a large van.

Adapt to flexible schedule as required by occasional evening and weekend work.

Ability to follow directions.

Complete assignments efficiently and accurately with attention to details.

Must successfully pass a pre-employment drug screening.

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

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

Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and resources.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

Essential Responsibilities:

General

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.

Have access to dependable transportation and personal credit card as needed for travel.

Complete ISDP requirements.

Program

Assist providers in problem solving through individual consultation as well as by connecting providers to community resources. Offer to refer all new and existing providers to Early Childhood Specialists for technical assistance.

Assist in providing individualized technical assistance and training opportunities to early care and education providers via on-site visits with TRAILS van with the Early Childhood Specialists.

Offer information to providers on curricula and assist interested providers with implementation and expanded use of curricula by child care providers.

Build rapport with caregivers, children and families utilizing the TRAILS van services.

Assist in providing technical assistance to early childhood providers in their enrollment of children with special needs, and in regards to relevant state and federal regulations and policies for young children with special needs.

Assist in the development of technical assistance materials for child care providers related to early childhood development.

Assist in maintaining resource materials and supplies on TRAILS van; assist in keeping TRAILS resources organized, clean and sanitized in the appropriate storage areas.

Assist in maintaining computerized inventory of resources and supplies of the TRAILS van.

Assist in coaching/mentoring of providers of children age birth to 12 as well as providing developmentally appropriate resource materials and professional development resources.

Assist in driving TRAILS van on a regular basis.

Provide ongoing maintenance of the TRAILS van.

Assist in coordination of scheduling of TRAILS appointments with early care and education providers.

Assist in implementing outreach effort to ensure providers throughout the service delivery region are aware of the service.

Participate on the CCR&R early childhood team and implement all early childhood team responsibilities.

Participate in CCR&R efforts to recruit child care providers through outreach at community events and sites and support other recruitment efforts of the agency.

Assist in conducting needs assessments on a regular basis and develop a plan for follow up support for providers.

Provide support to the Family Child Care Association as needed.

Submit an article for the quarterly newsletter.

Participate on committees and attend meetings relevant to program/projects as requested.

Any other duties assigned by the Executive Director, Director – Choices CCR&R, Supervisor.

Job Duties:

Prepare and submit bi-weekly timesheets on time and accurately.

Prepare and submit leave request forms if needed on time and accurately.

Prepare and submit travel request forms if needed.

Submit an article for the quarterly newsletter.

Attend monthly meetings with the professional development unit.

Attend Professional Development Advisory Council meetings.

Attend monthly staff meetings.

Maintain and submit monthly and quarterly training statistics to supervisor.

Maintain a file on each provider that utilizes the TRAILS van service.

Enter receipts for TRAILS van gas and maintenance into logs and turn receipts into Supervisor or Director within 48 hours.

Assist in verifying orders when they arrive and forward packing slips to Supervisor or Director within 48 hours.

Attend quarterly meetings/professional development coordinated by WVECTCR and the Division of Early Care and Education.

Respond to inquiries and return messages within 48 hours of returning to the office.

Printed Name: _____

Signature: _____

Date: _____