

# 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 Health Educator – Southern WV
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 7 <sup>th</sup> Avenue, Huntington, WV Provide services to the regions of Connect, Link, and MountainHeart South
<b>FSLA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	Grants and Professional Development Services Statewide Coordinator, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Develop and conduct professional development sessions on health, safety, and nutrition topics for child care providers
<b>Educational Requirements:</b>	Bachelor’s degree from an accredited college or university in health education, public health, health science, education, child development, or related degree
<b>Experiential Requirements:</b>	Two (2) years of relevant experience preferred
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	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.

Revised: 5/4/2018 BNH

Effective: 7/1/2018

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, procedures, and practices.

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 sessions on health, safety, and nutrition 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): the cause and prevention of childhood obesity; age-appropriate physical activity recommendations; breastfeeding; nutrition; oral health; injury prevention for children; safe sleep practices; poison awareness and poison prevention; the importance of serving as a healthy role model for children and staff.

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

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

Revised: 5/4/2018 BNH

Effective: 7/1/2018

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

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

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

Develop and maintain social media accounts for Child Care Health Educators. Ensure all Child Care Health Educator 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 supervisor, 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 all Health Educators, Child Care Nurse Health Consultants, Grants and Professional Development Services Statewide Coordinator, WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WVECTCR staff meetings and monthly/quarterly Child Care Health Educator and Child Care Nurse Health Consultant 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, or Grants and Professional Development Services Statewide Coordinator.

---

**Employee Signature**

**Printed Name**

**Date**