

# 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>	Home Visitation Grant Statewide Coordinator
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV and 303 Washington Street West, Suite 202 Charleston, WV
<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>	WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	Local Young Child Wellness Coordinator, Young Child Wellness Expert
<b>Purpose of Position:</b>	Coordinate and implement the Home Visitation and Project LAUNCH grants awarded to, and administered by, WVECTCR, including the supervision of Project LAUNCH staff.
<b>Educational Requirements:</b>	Minimum bachelor's degree in management, or related field
<b>Experiential Requirements:</b>	Three (3) years of relevant professional 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>	N/A

### Capabilities and Skills

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

Reliable, responsible, flexible and self-initiated.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Able to apply critical thinking skills, use professional judgment, and utilize strong decision making skills.

Demonstrates conflict management skills.

Knowledge of grant management and implementation.

Revised: 5/8/2017 BNH

Effective: 7/1/2017

Engage effectively with the public and community. Able to foster collaborative relationships.

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, facilitation, and strategic planning skills.

Possess excellent leadership skills.

Able to evaluate program data and reports.

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

Able to travel frequently; may 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.

#### **Staff Supervision – Local Young Child Wellness Coordinator and Young Child Wellness Expert**

Oversee all activities of the Local Young Child Wellness Coordinator and Young Child Wellness Expert. Ensure job responsibilities are appropriate, reviewing and revising at least annually, are being performed satisfactorily, and are meeting the grant requirements.

Ensure staff is aware of, and are following, RVCDS and Project LAUNCH policies and procedures.

Approve bi-weekly payroll timesheets, leave requests, and leave forms.

Approve monthly and overnight travel.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed, in conjunction with WVECTCR Statewide Director. Facilitate and monitor the

development and completion of the annual Individual Staff Development Plan.

Assist in the recruitment, hiring, and training of Project LAUNCH staff, including overseeing the project orientation for new staff.

Conduct monthly Project LAUNCH staff meetings and submit written meeting minutes to the WVECTCR Statewide Director.

Attend monthly supervisor meetings.

### **Program**

Coordinate and facilitate the implementation of the Home Visitation and Project LAUNCH grants that are administered by WVECTCR/RVCDS.

Ensure the WVECTCR Home Visitation and Project LAUNCH grant is implemented according to policy and procedure, and meets the WVECTCR work plan objectives.

Work closely with the WV Home Visitation Program Director, evaluate, plan, develop and update all aspects of the Home Visitation and Project LAUNCH grants and statements of work. Provide recommendations for program improvement.

Collaboratively oversee the Home Visitation and Project LAUNCH budget and allocation of funds for projects.

Oversee all Home Visitation and Project LAUNCH contracts, agreements, and BEOs related to projects and purchases/payments.

Maintain a working knowledge of the program budget. Follow the RVCDS procurement policies and procedures for processing of payments, agreements, etc.

Maintain budget balances for all Home Visitation and Project LAUNCH grants and collaboratively analyze and report on financial statements.

Attend and participate in quarterly WVECTCR Advisory Board meetings, as requested.

Work closely with the RVCDS Director of Business and Finance and accounting staff to ensure proper grant coding for purchasing and payments.

Draft new and review/revise program procedures and forms, at least on an annual basis, or as needed.

Secure conference/meeting facility and serve as contact for related events, as requested by the WV Home Visitation Program Director.

Contact and secure trainers/speakers and execute training agreements for conferences, trainings, and/or meetings.

Create purchase orders for speaker/trainer/facility payment.

Oversee processing and purchasing of materials and resources for related conferences, trainings, and/or

meetings.

Register all Home Visitation and Project LAUNCH trainings with WV STARS.

Establish contacts, build relationships and collaborate with stakeholders.

Receive, review and process sub-grant application awards, including, but not limited to: EC Training and Technical Assistance grants, TRAILS Vans grants, Association support grants, etc. Ensure RVCDS procurement policies and procedures are being followed. Provide suggestions for application process, as needed.

Receive, review, process and reconcile grant summary reports, purchase charts, receipts, packing slips, etc., ensuring RVCDS procurement policies and procedures are being followed.

Attend and participate on committees as assigned by WVECTCR Statewide Director, and/or RVCDS Executive Director.

Attend local, state, or national meetings/trainings/conferences for training and/or to provide information on WV STARS.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WVECTCR staff meetings, and monthly meetings with the WVECTCR Statewide Director.

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

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director.

---

**Employee Signature**

**Printed Name**

**Date**