

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:	Supervisor – Health, Safety, Nutrition Training and TA
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	TBD
FSLA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	Child Care Health Educators (2) Child Care Nurse Health Consultants (6)
Purpose of Position:	Supervise Child Care Health Educators and Child Care Nurse Health Consultants (statewide) to ensure grant objectives are being met and quality Health, Safety, Nutrition training and technical assistance is being provided to the WV child care community.
Educational Requirements:	Bachelor’s degree in early childhood education, human services, or a related field.
Experiential Requirements:	Two years of experience in early childhood or human services, and experience in a management or leadership position
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Driver’s License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications, Tests, Licenses:	N/A

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.

Revised: 11/18/2016 BNH

Effective: 12/1/2016

Possess excellent verbal and written communication skills.

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

Possess excellent supervisory and leadership skills.

Use professional judgment and utilize strong decision making skills.

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

Able to travel frequently within WV; 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.

Staff Supervision – Child Care Health Educators (2), Child Care Nurse Health Consultants (6)

Oversee all activities and grant requirements of the Child Care Health Educators and Child Care Nurse Health Consultants. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

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

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

Approve monthly and overnight travel, forward to WVECTCR Assistant Statewide Director.

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 and evaluating of Child Care Health Educators and Child Care Nurse Health Consultants, including overseeing the project orientation for new staff and securing office

Revised: 11/18/2016 BNH

Effective: 12/1/2016

locations and logistics for staff.

Ensure mandatory trainings (Medication Administration and Mandated Reporter) are covered in all regions in the event of a Child Care Nurse Health Consultant position vacancy.

Conduct monthly or quarterly staff meetings with the Child Care Health Educators and Child Care Nurse Health Consultants and submit written meeting minutes to the WVECTCR Statewide Director.

Attend monthly/quarterly supervisor meetings.

Program

Oversee all program activities and grant objectives for the Child Care Health Educators and Child Care Nurse Health Consultants.

Create, review annually, and revise (as necessary), an internal policy and procedure manual for the Child Care Health Educators and the Child Care Nurse Health Consultants. Ensure policies and procedures are being followed for quality program implementation.

Review, and make recommendations for, the Child Care Health Educators and Child Care Nurse Health Consultants social media accounts.

Review all promotional and informational materials prior to distribution (newsletters, flyers, presentations).

Act as a liaison and professionally communicate with partners.

Ensure all policies related to the WV State Training and Registry System are adhered to by the Child Care Health Educators and Child Care Nurse Health Consultants.

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.

Conduct quality assurance to ensure that the grant objectives, policies, and procedures are being met. Report findings to the WVECTCR Statewide Director.

Participate on committees and/or attend meetings relevant to program projects, or as assigned by the WVECTCR Statewide Director or RVCDS Executive Director.

Review monthly and quarterly report data. Make recommendations for program improvement. Submit monthly statistical report to WVECTCR Assistant Statewide Director and quarterly reports to WVECTCR Statewide Director.

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, as well as the Child Care Health Educators and Child Care Nurse Health Consultants.

Attend and participate in monthly WVECTCR staff meetings.

Revised: 11/18/2016 BNH

Effective: 12/1/2016

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

Employee Signature

Printed Name

Date