

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:	WV State Training and Registry System (WV STARS) Scholarship Specialist
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	WV STARS Statewide Coordinator, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Implement the Pathway Advancement Scholarship, registry and credentialing system components of WV STARS
Educational Requirements:	Bachelor's degree in a human service field
Experiential Requirements:	Two (2) years of relevant professional experience preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers 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.

Possess excellent verbal and written communication skills.

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

Possess excellent presentation skills.

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Able to complete data entry with speed and accuracy.

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

Able to travel statewide; 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 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

Implement the WV STARS Pathway Advancement Scholarship program, ensuring policies and procedures are being followed, including usage of quality control methods.

Deliver statewide outreach (using various methods of outreach), program assistance, and technical support to the early childhood workforce, to promote and recruit the WV STARS Pathway Advancement Scholarship.

Respond to inquiries about the WV STARS Pathway Advancement Scholarship.

Review and process WV STARS scholarship, online registry, and credential applications against eligibility requirements. Complete data entry for applicants/recipients, as needed.

Serve as counselor/case manager for all scholarship participants, employers, colleges; explain program practices, policies and procedures to participants, as needed.

Track and monitor all scholarship activity and benefits, update files as needed. Generate charge approvals, check requests, and/or invoices, as needed.

Complete electronic and written correspondence with scholarship/registry participants and other partners (employers, colleges, etc.)

Create and revise scholarship forms, advertisements, website content, etc. and submit to supervisor for approval prior to use.

Maintain working knowledge of the database system in order to make recommendations for internal procedures and database modifications.

Coordinate and utilize established filing system and scanning system.

Oversee established system for tracking information required for work plan and provide reporting on tracking system.

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

Participate as a state member of The National Workforce Registry Alliance.

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

Attend and participate in monthly WV STARS and WVECTCR staff meetings, and quarterly WV STARS Policy Advisory Council meetings.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, or WV STARS Statewide Coordinator.

Employee Signature

Printed Name

Date