

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:	Administrative Specialist
Program:	WV Birth to Three Regional Administrative Unit III
FLSA Class:	Non-Exempt
Position Accountable to:	RAU III Director/Executive Director
Position(s) Accountable for:	NA
Purpose of Position:	Serves as support staff for RAU III
Educational Requirements:	High School Diploma
Experiential Requirements:	5 years' experience in data entry
Additional Training required	Fulfill requirements of Individual Staff Development Plan (ISDP)
Driver's License, Liability Insurance and Acceptable Driving Record:	May be required
Provisional Employment Period	90 days

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.

If applicable, must have the ability to travel.

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.

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

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Enter all referral data within two (2) working days of receipt and assign/email referrals to Interim Service Coordinators.

Enter Family Assessment data, eligibility data, Individual Family Service Plan (IFSP) dates, service commitments, service changes, child/family information, closure of records, Transition Planning Conference date, and Child Outcome Summary Form data within three (3) days of receipt.

Enter authorization for payment into Covansys daily.

Ensure all data corresponds to original hardcopy documents.

Keep supervisors informed on all relevant matters.

Develop and implement all data-related corrective actions within established timelines.

File source documents into child's educational record.

Maintain confidentiality of all educational records.

Complete all tasks while adhering to WV Birth to Three procedures/technical assistant bulletins.

Maintain working knowledge of data system; participate in training sessions, webinars, meetings, etc. as appropriate to ensure current knowledge base.

Utilize quality control methods.

Open new educational records within two business days utilizing RAU procedures.

Archive closed files by uploading child's educational record onto the cloud following RAU procedures.

Annually pull archived files to be destroyed as directed by the state.

Maintain referral/Intake packets.

Accurately take referrals via phone.

Release required documentation to the school system, Social Security Administration, law offices, pediatricians/medical specialists, etc. with the approved consent of the family.

Release education record to other RAUs when a family has relocated.

Maintain supply inventory and order office supplies as needed.

Prepare and send monthly postage/copier reading to RV Purchasing Department.

Copy, date, sign and send all received packing slips to RV Purchasing Department.

Keep job process up to date with step-by-step directions.

Date stamp and process daily delivered mail and from drop box.

Attend/participate in monthly staff meeting.

Reserve training rooms as needed.

Serve on assigned agency/community collaborative committees.

Complete/approve timesheet biweekly.

Submit leave requests via Paycom as needed on time/accurately.

Complete/submit monthly travel reimbursement forms as needed.

Routine office duties including, but not limited to, typing, word processing, spreadsheets, graphic design, answering phones/email, filing, mailings, copying, etc.

Maintain packets for late referrals.

Prepare educational records for audits.

Prepare/maintain routine correspondence.

Complete monthly program statistical report and submit to Director.

Participate in child find activities as needed.

Take minutes at monthly staff meetings.

Type/submit staff meeting minutes to the director within 48 hours of meeting.

Prepare/post signs reporting office closures.

Any additional duties as assigned by Director and Executive Director.

Signature

Date