

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:	Child Care Nurse Health Consultant – Child Care Resource Center CCR&R Region
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	Home Office provides services to the region of Child Care Resource Center CCR&R (8 counties)
FLSA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	Supervisor – Professional Development and Resources, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Provide technical assistance and develop and conduct professional development trainings on Medication Administration and other health and safety topics for child care providers
Educational Requirements:	Associate degree from an accredited college in nursing, bachelor’s degree preferred.
Experiential Requirements:	Two (2) years of teaching and training experience
Additional Required Certifications, Tests, Licenses:	RN license, current and unrestricted
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver’s license and insurance. Possess personal vehicle. Extensive regional travel and occasional statewide and national travel.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking and project implementation skills.

Able to perform tasks with speed and accuracy.

Revised: 5/24/2021

Effective: 7/1/2021

Able to effectively communicate with (verbal and written) and provide presentations to diverse audiences utilizing a variety of communication tools.

Able to travel extensively; requires the need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to foster collaborative relationships.

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

Able to meet requirements of the WV STARS career pathway.

Agency Expectations

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.

Essential Duties

Program

Assess the educational needs of child care providers, develop and conduct face-to-face and online (min. 2 online per quarter) professional development sessions on health and safety 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): Medication Administration, abusive head trauma, etc.

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 entities, professional development providers, and training registration.

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

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Provide consultation to child care providers on: health, safety and nutrition topics; children who have acute and chronic illnesses, special needs, and/or safety or nutritional needs.

Provide outreach about the Child Care Nurse Health Consultant services to child care providers, child care directors, and family home providers.

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

Assist in providing coverage of training and technical assistance in surrounding regions, in the event of vacancy of another Child Care Nurse Health Consultant.

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. Ensure professional development sessions and materials are up-to-date with accurate and current information.

Develop and maintain up-to-date knowledge of the early care and education system in WV.

Develop and maintain social media accounts for Child Care Nurse Health Consultants. Ensure all Child Care Nurse Health Consultant information is current and up-to-date on WVECTCR website.

Other Duties

Establish contacts, build relationships and collaborate with stakeholders.

Work collaboratively as a member of the comprehensive Child Care Nurse Health Consultant team.

Communicate and collaborate with Child Care Resource and Referral Agencies, Child Care Licensing and/or Regulatory staff, and WV Department of Health and Human Resources, Office of Early Care and Education, as needed.

Prepare and submit monthly and quarterly report data to the Supervisor - Professional Development and Resources and WVECTCR Statewide Director.

Attend and participate on committees as assigned by the Supervisor – Professional Development and Resources, WVECTCR Statewide Director, and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Child Care Health Educator, Child Care Nurse Health Consultants, Supervisor, the WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Attend and participate in monthly CCHE and CCNHC team and WVECTCR staff meetings.

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

Employee Signature

Printed Name

Date