

RIVER VALLEY CHILD DEVELOPMENT SERVICES

Internal/External Job Posting



DATE POSTED: October 5, 2017 **DATE CLOSED:** Until Filled
PROGRAM NAME: WV BTT RAU III **JOB TITLE:** Interim Service Coordinator

QUALIFICATIONS:

River Valley Child Development Services is looking for an Interim Service Coordinator for our West Virginia Birth to Three program in Kanawha County. WV Birth to Three provides in-home services for children zero to three who meet eligibility criteria. Applicant must have exceptional organizational and interpersonal skills. The Interim Service Coordinator is responsible for the obtaining the initial intake information, coordinating teams and facilitating meetings. The Interim Service Coordinator is responsible for ensuring competence and accuracy of paperwork as well as ensuring federally mandated timelines are met. Extensive driving to family's homes is required so applicants must have reliable vehicle and a current driver's license. Bachelor's degree in human services, early childhood education or related field is required. Salary based on education. Must pass a drug screening.

Go to www.rvcds.org to view job description and application

TO APPLY, CONTACT:

Whitney Smith, Human Resources Coordinator
River Valley Child Development Services
611 Seventh Avenue
Huntington, WV 25701
wsmith@rvcds.org
(304) 523-3417
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

It is understood that employees will not be considered eligible for transfer to another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**