

WV Birth to Three RAU 5, a program of MountainHeart Community Services, Inc., has one opening for an Interim Service Coordinator Position for our Elkins office.

This ISC position will work with families of children, zero to three, with developmental delays or who may be at risk for developmental delays. This position will cover all seven counties managed by RAU 5 with a focus on Lewis, Randolph, Upshur and Tucker. The ISC will follow up on child referrals; conduct family interviews to gather child and family information; assist families with initial linkages they may need; assist with eligibility determination and/or IFSP development; coordinate transition procedures as needed for the child and their family. This position requires lots of travel, so reliable transportation is a requirement for this position. The ISC will also occasionally be asked to work nontraditional hours to accommodate our children and family's referred to WV Birth to Three.

Qualifications include a bachelor's degree from an accredited university in Human Services Field such as social work, early education, special education, elementary education, nursing, or equivalent field of study. Must have a valid driver's license and dependable transportation, clear criminal background and APS/CPS check. The successful candidate must also be able to work in a team environment, be deadline focused, and have great organizational and listening skills and have experience with all Microsoft Office Products.

This position will close on **November 25th, 2019**. All interested applicants please send a cover letter, professional resume and three professional references to Rachel Hamner, Program Director, 1200 Harrison Ave. Suite 220 Elkins, WV 26241 or email to rhamner@mthtwv.org