**[Name of Organization]**

**Competency-Based Job Description**

**Job Title:**

**Department:**

**Division/Section:**

**Operating Unit:**

**Reports To:**

**Approved By:**

**Approval Date:**

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| **MISSION STATEMENT: *(Insert Mission Statement, if applicable)***      |

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| **SUMMARY:** The primary purpose of the      , under the direction of the      , is to       in accordance with overall       Program goals. |

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| **Age/Patient Population(s) Served** |
| **Double Click on Box(es) for Your Selection; Select Checked; Click OK for All that Apply** |

**AGE/PATIENT POPULATION(S) SERVED KEY**

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| --- | --- |
| **Age of Patient Population Served***[ ]* Neonate (birth - 28 days)*[ ]* Infant (29 days – less than 1 year)*[ ]* Pediatric (1 - 12 yrs)*[ ]* Adolescent (13 – 17 yrs)*[ ]* Adult (18 – 64 yrs)*[ ]* Geriatric (65 yrs & older)*[ ]* Nonage Specific Task (N/A) | **Population***[ ]*  Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities *[ ]* Patient with exceptional communication needs*[ ]* Patient with developmental delays*[ ]* Patient at the end of life*[ ]* Patient under isolation precautions*[ ]* All Populations |

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.Other duties may be assigned. ***(List Essential Duty Responsibility Statements.) Core Competency is the demonstrated ability to carry out the primary responsibilities of the job which should be reflected in the essential duties section of the job description.***

1.

**CORPORATE COMPLIANCE RESPONSIBILITIES**

***(Make the appropriate selection(s) from the following and list above as part of the Essential Duties and Responsibilities.)***

1. Keeps abreast of all pertinent federal, state and organizational regulations, laws and policies as they presently exist and as they change or are modified. **(To be included in all professional, supervisory and managerial job descriptions.)**
2. Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs. **(To be included in all supervisory and managerial job descriptions.)**

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| **JOB REQUIREMENTS:**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience,and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **EDUCATION AND/OR EXPERIENCE:**       **PHYSICAL DEMANDS:** Standing, sitting, walking, talking and hearing. No special vision requirements. Lifting up to 25 lbs.**WORK ENVIRONMENT:** Office/patient care environment. Moderate noise.  |

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge review of this Job Description.

 (Employee’s Name - PRINT Name)

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Employee’s Signature

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Supervisor’s Signature