



10. Administer social service programs such as psychoeducation and medical or lifestyle education classes
11. Adheres to "PHYSICAL DEMANDS, TECHNICAL REQUIREMENTS, MENTAL, COMMUNICATION DEMANDS & WORKING CONDITIONS OF STAFF" document, which will be acknowledged by signature.
12. Other duties as assigned

Traits needed:

1. Ethical and professional behavior
2. Excellent communication (verbal and written)
3. Ability to respectfully and comfortably work with diverse cultures
4. Ability to collaborate well with others
5. Resilience and stability, as work often involves dealing with crises
6. Knowledge of social service procedures and resources

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**DECISION MAKING**

- Makes independent decisions with occasional guidance from supervisor. Able to make decisions that impact the direction of a department.

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EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_