Job Title

_____ _____
Supervisor Signature Date

_____ _____
Employee Signature Date

This position is: EXEMPT □

NON-EXEMPT □
(HR will complete)

BASIC PURPOSE:

All duties at FCC are to be carried out in a manner consistent with the agency's Mission, Vision and Values. All staff are expected to act as representatives of FCC and promote and maintain a positive image. All staff are expected to adhere to all laws of client rights, confidentiality, and privacy as governed by HIPAA, licensing and accreditation standards and FCC policies. All staff must maintain sensitivity to the service population's cultural and socioeconomic characteristics. All staff must maintain regular communication with their supervisor and ensure s/he is properly informed. The statements below describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties and additional responsibilities may be assigned, and required, or certain responsibilities eliminated by management.

ESSENTIAL DUTIES & RESPONSIBILITIES:	Percent of Overall Working Time

ESSENTIAL KNOWLEDGE, SKILLS & ENVIRONMENT:

Education, Training & Work Experience:

Specialized Knowledge & Skills:

Equipment & Applications:

Work Environment & Physical Demands: