



**Building Healthy Minds and Bodies since 1977**

## **4.1 JOB DESCRIPTIONS**

### **PURPOSE**

To ensure basic job requirements and duties meet the needs of the participants receiving service, OGC and employees/co-workers;

To ensure job requirements are communicated to employees;

To ensure job descriptions are current;

### **POLICY**

A written job description that outlines the basic job duties and responsibilities of the position will be provided to employees. Employees are responsible for fulfilling all expectations of their job description.

### **PROCEDURE**

A job description for each position at OGC is developed and approved by the personnel committee. Job descriptions reflect OGC's values and mission.

1. Each job description describes the general duties of the position and includes information such as:

- Job Title
- Job Objective
- Reporting structure
- Education requirements
- Experience requirements
- Personal qualifications required for the position
- Key duties and responsibilities of the position

2. OGC reviews job descriptions annually. Any amendments to the job description are made in writing and approved by the personnel committee.

3. Each employee is provided with a copy of his / her revised job description.

**APPROVED BY OGC BOARD OF DIRECTORS AUGUST 11, 2016**