*\*This is a template. Participants and their teams should adjust all aspects of this template to meet the needs of the person and their employees.\**

**Employer:** [Participant’s Name]

**Job Position:** [Examples: Personal Support Professional, Job Developer, Community Development Specialist]

**Service:** [service as listed in the waiver]

**Schedule:** [list the regular hours and days the employee will work]

**Job Summary:** [This is a brief paragraph describing the position].

**Duties/Responsibilities:** [list the regular duties and responsibilities of the position]

* [responsibility]
* [responsibility]
* [responsibility]

**Required Skills/Abilities:** [List the *required* skills and abilities of the position. ]

* [skill]
* [skill]
* [ability]
* [ability]

**Education, Experience, and Certifications:** [List the required education and experience needed. Remember that a First Aid/Cardiopulmonary Resuscitation (CPR) certifications are required to work for anyone using the Community Pathways, Community Supports, or Family Supports waiver. Employers may require other education, experience, or certifications as desired].

**Physical Requirements:** [List required physical requirements for the position. Be as specific and measurable as possible.]