

Writing a Job Description

- Purpose:** Compose a job description for a position in your practice.
- Preparation:** Select an LVC team role. Collect any information about the position that has already been written, such as previous job descriptions, job postings, performance reviews, and organizational charts. If this is an existing position, you may want to ask the incumbent in the job to help with this worksheet. If this is a new position, you may want to include the rest of the team, or the person who will supervise this role, to complete this worksheet.

Practice name: _____ Date: _____

Position information

- A. What is the job title for the position?

- B. What are the team needs this position will fill?

- C. What supervisory role will this position report to?

- D. Does this position supervise any employees?
If so, what are their roles?

- E. Does this position administer any budget?
 Yes No
- F. Describe the work environment (fast-paced, progressive, leading-edge technology provider, etc.):

- G. What are the typical hours of work for this job?

- H. Is this position:
 Full-time Part-time
- I. List the main responsibilities and duties for this job role. What will the person in the job do on a daily basis? What is this role expected to accomplish? How much time does the role spend on each responsibility?

EXAMPLE
Responsibility: Candidate Database Management
Duties for this responsibility
1. Update patient database records
2. Run weekly reports from database
3. Create monthly status reports for Director/Administrator
4. Ensure accuracy of data entered by all database users

Responsibility: _____
Duties for this responsibility
1 _____
2 _____
3 _____
4 _____
5 _____

Writing a Job Description

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

J. What are the minimum job requirements to perform the job responsibilities and duties, i.e., the required education, experience, skills, and abilities that this staff member must have to do the job?

Education and experience:

Essential skills and abilities:

Other requirements (personality, attitude, etc.):

K. Provide a brief job overview (one paragraph) summarizing the main points of this job description.

Writing a Job Description

Crafting your job description

Position title: _____

Department: _____

Supervisor's title: _____

Job summary

Minimum job requirements

Education and experience:

Essential skills and abilities:

Budget and supervisory responsibility

Annual operating budget for [year] \$ _____

Annual revenue responsibility for [year] \$ _____

Approval for expenditures up to \$ _____

Employees supervised	Number	Position titles	Employee name
Direct	_____	_____	_____
Indirect	_____	_____	_____
Total	_____		

Responsibilities and duties

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Writing a Job Description

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Responsibility: _____

Duties for this responsibility

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

WHAT NOW?

Share your completed worksheet with your BDM as you work together to develop an Action Plan. Keep your completed worksheet for future reference—it will serve as an instructive benchmark of your practice at this point in time.