



EMPLOYEE JOB DESCRIPTION

Employee Name	Position Title	Managing Party/Member Name

Write a description of job with responsibilities the employee will be required to perform in the following categories that apply. Leave each category that does not apply to your staff blank.

Recreational/Leisure/Socialization:

Mobility/Transportation:

Independent Living Skills:

Dressing:

Bathing/Assisting in the bathroom:

Housekeeping/Laundry:





EMPLOYEE JOB DESCRIPTION

Shopping:

Meal Preparation:

Other:

Work Schedule:

Include bi-weekly schedule, not exceeding authorized staffing hours.

<u>Week 1</u>		<u>Week 2</u>	
Sunday	_____	Sunday	_____
Monday	_____	Monday	_____
Tuesday	_____	Tuesday	_____
Wednesday	_____	Wednesday	_____
Thursday	_____	Thursday	_____
Friday	_____	Friday	_____
Saturday	_____	Saturday	_____

Signatures:

I have reviewed and agree to the responsibilities of the job.

Employee Signature

Date

Managing Party Signature

Date

