

Position Description

Purpose *To ensure ASC has written position descriptions for the purpose of employee recruitment, orientation and supporting optimal performance.*

Policy Statement *All position descriptions outline the position title, reporting relationships and the responsibilities and standards expected for the position.*

Employee qualifications and competencies may be included relevant to respective industry standards.

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Section(s):	Compensation	A	92-06-26	R/R	94-03-23	R	97-11-10
Program Area(s):		R/R	98-06-23	R/R	Mar. 14/05	R/R	Sept 27/18

Position Descriptions

Development of a new position description

1. When the need for a new position is identified, it will be the responsibility of the immediate supervisor with support from senior management to draft a corresponding position description.

2. Draft position descriptions will be reviewed and approved by the Executive Director/Compass Team to ensure that:
 - Position descriptions include components as outlined in Policy
 - Where desired and or required the position descriptions reflect current, applicable industry standards.

Review of Existing Position Descriptions

1. Position descriptions are reviewed and/or revised, in conjunction with changes in:
 - a) agency structure;
 - b) workforce classification or industry standard;
 - c) contractual agreements;
 - d) the scope of specific responsibilities; or
 - e) upon an identified need.

2. All changes to position descriptions must be reviewed and approved by the Executive Director/Compass Team to ensure that:
 - Position descriptions include components as outlined in Policy, and
 - Where desired and or required the position descriptions reflect current, applicable industry standards.

3. The Board of Directors is responsible to review, revise and approve the Position Description for the Executive Director

4. ASC will ensure each employee receives a copy of their position description.

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