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| Job Title: | Click or tap here to enter text. |
| Department: | Click or tap here to enter text. |
| Reports to: | Click or tap here to enter text. |
| Grade: | Click or tap here to enter text. |
| Supervises: | Click or tap here to enter text. |
| FLSA Status: | Click or tap here to enter text. |
| Prepared by: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |
|  | |
| Purpose: | |
| Essential functions: | |
| Position Objectives: | |
| **Measured by:** | |
| **Minimum Education:** | |
| **Minimum Experience:** | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:** | |
| **Minimum Physical Expectations:** | |
| **Minimum Environmental Expectations:** | |