

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Risk Management Filing Support			
CLASSIFICATION		Grade:	(determined by HRM)
<input type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*	
<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Person Replaced:
Field/Enrichment Group: Volunteers		Field Supervisor/Enrichment Group Leader: Shelley Ruhlman	
Team (s): Risk Management		Team Leader (s): Sandie Mohler	
<p>POSITION SUMMARY: Assist with a back log of filing. We are unsure how many hours this would entail. We may or may not need to have someone on a monthly basis following catching up.</p> <p>They will be assigned to the Volunteer enrichment group. The primary purpose of the enrichment group is the pastoral care and holistic development of its members.</p>			
Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
Formal Education:	<input type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
			<input type="checkbox"/> 5+ yrs
			<input type="checkbox"/> 17+ yrs
<p>Qualifications Include:</p> <ol style="list-style-type: none"> 1. Filing skills 2. Basic typing skills 3. Very minimal lifting 4. 5. 6. 7. 8. 9. 10. 11. 12. 			
<p>Key Competencies (list 5-8 of the most important competencies for this position):</p> <ol style="list-style-type: none"> 1. Approachability 2. Composure 3. Listening 4. Decision Quality 5. Informing 6. Organizing 7. Integrity and Trust 8. 9. 10. 11. 12. 			

Primary Responsibilities Include (list the most important duties and responsibilities):

1. Filing
2. Typing (typing labels for new folders)
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision and direction is provided by the team leader. The Volunteer enrichment group leader will provide supervision of the position's overall focus in a more general way, i.e. development and evaluation, workload balance, etc.

Additional Comments: Unsure how many hours this would entail. May or may not need to have someone on a monthly basis following catching up.

Prepared By: Sandie Mohler

Date: Sept 8, 2006

Reviewed By (Enrichment Group Leader): Shelley Ruhlman

Date: Sept 8, 2006

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)