

JOB DESCRIPTION

Executive Assistant to the President & CEO

Overview

This position provides administrative support in all aspects of special projects at The Lutheran Foundation including fiscal agent responsibilities. The Executive Assistant to the President & CEO provides management of documentation and tracking of DMHA funds awarded to the Northern region.

Skills Required

- Excellent communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Meticulous attention to detail, ensuring accuracy, and excellent organization skills
- Ability to multi-task
- Ability to communicate with a wide range of people and adapt style to the recipient's needs

Duties Performed:

- Coordination of signatures for contracts and MOUs
- Creation of documentation templates to ensure consistency in reporting among all partners
- Review of financial documentation submitted for monthly claims
- Ensure received invoices and claim information are in line with partner budgets
- Communication with partners, including one-on-one meetings, to work through any reporting or budgeting issues identified
- Track individual partner spending
- Provide quarterly tracking review (or additional upon request) to partner organizations to ensure accuracy of records
- Work closely with Project Coordinator to ensure timely submission of monthly claim packet
- Directs transfers of incoming DMHA claim payments
- Directs payment of monthly invoices to partners once claim is approved
- Maintains accurate and up-to-date filing system of invoices and payments

JOB DESCRIPTION

Controller

Overview

This position provides oversight of revenue and expenses related to fiscal agent grants. The Controller is responsible for ensuring actual transactions are reported properly.

Skills Required

- Excellent communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Proficiency in CSuite database for processing bank payments and reconciliation of general ledger
- Meticulous attention to detail, ensuring accuracy
- Ability to communicate with a wide range of people and adapt style to the recipient's needs

Duties Performed:

- Monitor internal controls and work with Executive Assistant to the President & CEO to put in place proper control functions, when processing fiscal agent grant funds
- Review and approve invoices based on claim funds received
- Overseeing both revenue and expense reporting
- Compile financial reporting, being aware of recent changes to financial reporting practices, overseeing a staff that directly contributes to the financial statement preparation process, and certifying that the financial statements have been accurately prepared to the best of their knowledge
- Meet with external auditors, being receptive to audit findings, implementing reporting changes, and communicating to upper management or the board of directors the outcomes of the audit
- Mentor of financial staff by being a leader to direct reports and involving them in higher-level discussions



Schools Care Inc. (DBA School Care Team)

Job Description

Position Title: CEO
Reports to: Board of Directors
Status: Full Time, Daytime, Weekend, Holiday, and Evening hours, as needed

GENERAL PURPOSE

The Chief Executive Officer is the key management leader of Schools Care Inc. The CEO is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include developing revenue streams, facilitation of programs, marketing, and community/school outreach. The position reports directly to the Board of Directors.

School Cares Inc. is an equal opportunity employer. Working for Schools Care Inc. is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at Schools Care Inc. to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

GENERAL RESPONSIBILITIES

2) Financial Performance and Viability: Develop resources sufficient to ensure the financial health of the organization.

- Responsible for securing matching funds as required by the grant.
- Responsible for the fiscal integrity of SCI, including submission to all required stakeholders financial documentation showing proper and responsible use of funds according to grant guidelines
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for the implementation of SCI's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that SCI can successfully fulfill its Mission in the future.
- Responsible for the enhancement of SCI's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible, effective administration of SCI operations.

- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

JOB RESPONSIBILITIES

1. Supervise, and collaborate with organization staff.
2. Strategic planning and implementation of school and community programs.
3. Planning and operation of the annual budget.
4. Serve as SCI's primary spokesperson to the organization's constituents
5. Establish and maintain relationships with various organizations and utilize those relationships to enhance SCI's Mission strategically.
6. Engage in developing other revenues.
7. Oversee marketing and other communications efforts.
8. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
9. Review and approve contracts for services.
10. Present workshops as a facilitator and trainer of trainers as needed.
11. Support the development of workshop materials and curriculum alongside the curriculum director.
12. Oversee reporting and data documentation
13. Attend professional development opportunities to guarantee that the organization maintains the most up-to-date knowledge in the fields of educational neuroscience, mental well-being, and other education and youth development topics.

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, varied. As job duties demand, evening, holiday, and weekend work may be required. The CEO is expected to be available at all times to manage company and staff emergencies. When/if the CEO is not available, emergency responsibilities should be transferred to the Board President.

TRAVEL

Will likely involve travel to all 13 counties served by SCT. Mileage is reimbursable per SCT policies and procedures. Overnight travel as needed should be expected.

QUALIFICATION REQUIREMENTS:

- A bachelor's degree, Master's preferred.
- Transparent and high-integrity leadership.
- Experience and skill in working with a Board of Directors.
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.

- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Demonstrate personal computer skills with MS Office applications and other common software applications, particularly Google Suite, PowerPoint, and Excel. This includes the ability to set up a personal computer to various projection devices, which includes sound for videos, and for presentation.
- Possess conflict resolution and cultural sensitivity skills and abide by company culture communication standards.
- Ability to work with minimal supervision, self-motivation, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct, and appearance reflect SC's image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License and required minimum insurance coverage.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.



School Care Team (Schools Care Inc.)

Job Description

Position Title: Director of Operations
Reports to: CEO
Status: Full Time, Daytime and Evening hours, as needed

GENERAL PURPOSE

The **Director of Operations** works in conjunction with school districts, teachers, parents, students, community organizations, and staff to tailor services to meet specific needs, including child development, parent education, trauma-informed practices, and teacher support.

The DO also works alongside the CEO to develop organizational strategy, develop standard operational procedures, program budgets, and grant budgets. The DO will attend stakeholder meetings and networking events with the intention of leveraging organizational impact and fulfilling goals set forth by documents and tools such as the strategic plan.

When appropriate or necessary, the DO will work directly with schools and districts to identify interventions to reduce student discipline, absenteeism, and poor performance in school. The ability to proactively and professionally consult with schools is required. Must be able to research, present, and evaluate approaches within district partners.

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This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Coordinate with the CEO to build program and organization budgets.
- Coordinate with the CEO to develop standard operating procedures.
- Coordinate with the CEO to develop sustainability strategies by connecting with foundations and community stakeholders while identifying potential for expanding revenue streams and opportunities to expand service in the community.
- Coordinate the development, review, and revision of all programs and related curriculum and materials, including standards documents, curriculum guides/learning progressions, course outlines, and instructional materials and resources.
- Work with school leadership to improve school systems that develop a positive climate and culture for effective social development and mental well-being of students.
- Work with the Senior Director of Research and Development to identify promising practices within and across schools/districts and facilitate ways to highlight and share these practices across networks of schools.

- Assist school social workers, nurses, and guidance counselors with approaches that are reflective of best practices around suicide prevention, mental well-being, and strengthening cultures of care.
- Use data from tools and related sources (attendance, discipline, academics, etc.) to improve programming and approaches within an identified framework.
- Attend organizational, departmental, and committee meetings as directed.
- Plan, coordinate arrangements, and prepare for meetings and events as needed.
- Review employee performance and facilitate both reward and recognition in addition to corrective action when necessary.

SUPERVISORY RESPONSIBILITIES

This position oversees Program Managers & Program Specialists.

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This position allows for working from a home office at the discretion of the CEO.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to touch, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, varied. Evening and weekend work infrequently may be required, as job duties demand.

TRAVEL

Will likely involve travel to all 13 counties served by SCT (see list in “General Purpose”). Mileage is reimbursable per SCT policies and procedures.

QUALIFICATION REQUIREMENTS

- A bachelor’s degree in education, social work, or a related field and two years of experience in education, social services, public speaking, community engagement, and networking are recommended. A master’s degree is strongly preferred.
- Excellent communication and teaching skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners, & the public.
- Demonstrate personal computer skills with MS Office applications and other common software applications, particularly Google Suite, PowerPoint, Microsoft Access, and Excel. This includes the ability to set up a personal computer to various projection devices, which includes sound for video presentation.
- Possesses conflict resolution and cultural sensitivity skills.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct, and appearance reflect SCT’s image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver’s License and required minimum insurance coverage.

OTHER DUTIES

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Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.



Schools Care Inc. (DBA School Care Team)

Job Description

Position Title: Senior Director of Research and Development
Reports to: CEO
Status: Full Time, Daytime and Evening hours, as needed

GENERAL PURPOSE

The **Senior Director of Research and Development** keeps the organization competitive by providing insights into the market and developing new services/products or improving existing ones accordingly. The Sr. Director of R&D keeps abreast of new developments in the field of education, mental health, suicide prevention, and other topics that relate to the organization's mission. When opportunities to strengthen company impact are identified, the Sr. Director of Research develops content and materials that the team can facilitate and implement in schools, classrooms, and across communities.

The Senior Director of Research and Development will work directly with schools and districts to identify interventions to reduce student discipline, absenteeism, and poor performance in school. The ability to proactively and professionally consult with schools is required. Must be able to research, present, and evaluate approaches within district partners.

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This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Build the capacity of the company to implement upstream prevention programs, emotional well-being strategies, and trauma-informed approaches. Support the development and sustainment of a professional learning community for mission-building instruction.
- Manage or conduct development, review, and revision of all programs and related curriculum and materials, including standards documents, curriculum guides/learning progressions, course outlines, and instructional materials and resources.
- Work with the CEO to identify promising practices within and across schools/districts and facilitate ways to highlight and share these practices across networks of schools.
- Use data from tools and related sources (surveys, qualitative evidence, attendance, discipline, academics, etc.) to improve social-emotional programming and approaches within an identified framework.
- Oversee all aspects of Sources of Strength program implementation:

- Ensure that school culture of care approaches are reflective of strengths-based best practices around student social-emotional development.
- Plan, coordinate arrangements, and prepare for meetings and events as needed.
- Coach program trainers to develop a high standard of excellence when facilitating Sources of Strength programs or when representing the organization.
- Provide regular check-ins with the training team.
- Gather data from schools and students to fulfill grant requirements.
- Monitor and maintain all standards set forth by funding agencies.
- Fulfill reporting requirements and monitor reporting by trainers.
- Develop MOUs and hold check-in meetings with school leaders on a regular basis.
- Communicate program plans and strategies with CEO/team as needed.
- Review employee performance and facilitate both reward and recognition in addition to corrective action when necessary.
- Attend organizational, departmental, and committee meetings as directed.

SUPERVISORY RESPONSIBILITIES

This position may oversee positions at the discretion of the CEO.

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This position allows for working from a home office at the discretion of the CEO.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, varied. Evening and weekend work infrequently may be required, as job duties demand.

TRAVEL

Will likely involve travel to all 13 counties served by SCT (see list in “General Purpose”). Mileage is reimbursable per SCT policies and procedures.

QUALIFICATION REQUIREMENTS

- A bachelor’s degree in education, social work, or related field and two years of experience in education, social services, public speaking, community engagement, and networking are strongly recommended. A master’s degree is highly preferred.
- Excellent communication and teaching skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners, & the public.
- Demonstrate personal computer skills with MS Office applications and other common software applications, particularly Google Suite, PowerPoint, and Excel. This includes the ability to set up a personal computer to various projection devices, which includes sound for videos, and for presentation.
- Possesses conflict resolution and cultural sensitivity skills.

- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct, and appearance reflect SCT's image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License and required minimum insurance coverage.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the team member for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Employee signature below constitutes the team member's understanding of the requirements, essential functions, and duties of the position.



Schools Care Inc. (DBA School Care Team)

Job Description

Position Title: Program Director
Reports to: CEO
Status: Full Time, Daytime and Evening hours, as needed

GENERAL PURPOSE

The **Program Director** works in conjunction with school districts, teachers, parents, students, community organizations, and staff to tailor services to meet specific needs, including child development, parent education, trauma-informed practices, and teacher support.

The Program Director will work directly with schools and districts to identify interventions to reduce student discipline, absenteeism, and poor performance in school. The ability to proactively and professionally consult with schools is required. Must be able to research, present, and evaluate approaches within district partners.

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This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Build the capacity of the teachers and schools to implement suicide prevention, mental wellness programs, and trauma-informed approaches. Support the development and sustainment of a professional learning community for strengthening cultures of care.
- Coordinate the development, review, and revision of all programs and related curriculum and materials, including standards documents, curriculum guides/learning progressions, course outlines, and instructional materials and resources.
- Train and/or support classroom teachers in the development and implementation of suicide prevention and mental wellness to help students learn to self-regulate emotions and redirect behaviors. Ensure that classroom approaches are reflective of best practices around student social-emotional development and building cultures of care.
- Teach school representatives to incorporate self-care strategies to prevent burnout and vicarious trauma. Empower teachers to build resiliency that improves student resilience and emotional development.
- Work with school leadership to improve school systems that develop a positive climate and culture for effective social development and mental well-being of students.
- Research and maintain appropriate publications and supplementary materials relevant to suicide prevention, mental wellness, and strengthening cultures of care.

- Work with the Senior Director of Research and Development to identify promising practices within and across schools/districts and facilitate ways to highlight and share these practices across networks of schools.
- Assist school social workers, nurses, and guidance counselors with approaches that are reflective of best practices around suicide prevention, mental well-being, and strengthening cultures of care.
- Use data from tools and related sources (attendance, discipline, academics, etc.) to improve programming and approaches within an identified framework.
- Attend organizational, departmental, and committee meetings as directed.
- Plan, coordinate arrangements, and prepare for meetings and events as needed.
- Review employee performance and facilitate both reward and recognition in addition to corrective action when necessary.
- Attend professional development opportunities to ensure SCI practices are aligned with current research and best practices.

SUPERVISORY RESPONSIBILITIES

This position oversees Program Managers & Program Specialists.

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers. This position allows for working from a home office at the discretion of the CEO.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, varied. Evening and weekend work infrequently may be required, as job duties demand.

TRAVEL

Will likely involve travel to all 13 counties served by SCT (see list in “General Purpose”). Mileage is reimbursable per SCT policies and procedures. Occasional overnight travel, approximately five times per year.

QUALIFICATION REQUIREMENTS

- A Bachelor’s degree in education, social work, or a related field and two years of experience in education, social services, public speaking, community engagement, and networking are strongly recommended. A master’s degree is strongly preferred.
- Excellent communication and teaching skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners, & the public.
- Demonstrate personal computer skills with MS Office applications and other common software applications, particularly Google Suite, PowerPoint, Microsoft Access, and Excel. This includes the ability to set up a personal computer to various projection devices, which includes sound for videos, and for presentation.
- Possesses conflict resolution and cultural sensitivity skills.

- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct, and appearance reflect SCT's image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License and required minimum insurance coverage.

OTHER DUTIES

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Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.



Schools Care Inc. (DBA School Care Team)

Job Description

Position Title: Program Manager I, Program Manager II, Senior Program Manager
Reports to: Program Director
Status: Full Time, Daytime and Evening hours, as needed

GENERAL PURPOSE

The **Program Manager** will be responsible for building effective and sustainable relationships with school personnel at all levels for Schools Care Incorporated. The Program Manager will deliver a range of engaging information and training, and will perform outreach activities. The manager provides oversight and coordination for staff supervision, outreach efforts, required documentation, and other general duties to ensure high-quality family and youth support services are provided.

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This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Fostering relationships with schools' personnel and relevant community partners.
- Delivering programs to fidelity to a wide range of audiences in various settings.
- Planning and facilitating professional development opportunities for school personnel.
- Supervise all school-based professional trainers and assist the team with scheduling program facilitators and volunteers.
- Tracking and reporting program activities and outcomes within the school-based programs for grant reporting.
- Administer needs assessments and readiness checklists with school leaders in order to determine effective strategies to support professional development, community support, and social-emotional learning within the school district.
- Working with the Program Director to achieve program goals.
- Maintain confidentiality of all sensitive information, including family records, essential business practices, and client interactions.
- Maintain certifications required to facilitate all necessary training programs.
- Attend organizational, departmental, and committee meetings as directed.
- Plan, coordinate arrangements, and prepare for meetings and events as needed.
- Perform other duties as assigned

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

SUPERVISORY RESPONSIBILITIES This position may include supervision of program specialists as assigned by the Program Director.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, varied. Evening and weekend work infrequently may be required, as job duties demand.

TRAVEL

Will likely involve travel to all 13 counties served by SCT (see list in “General Purpose”). Mileage is reimbursable per SCT policies and procedures. Overnight travel may be expected approximately five times per year.

QUALIFICATION REQUIREMENTS

- A bachelor’s degree in education, social work, or a related field and two years of experience in education, social services, public speaking, community engagement, and networking are strongly recommended. Master’s degree preferred.
- Excellent communication and teaching skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners, & the public.
- Demonstrate personal computer skills with MS Office applications and other common software applications, particularly Google Suite, PowerPoint, and Excel. This includes the ability to set up a personal computer to various projection devices, which includes sound for videos, for presentation.
- Possess conflict resolution and cultural sensitivity skills.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct, and appearance reflect SCT’s image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver’s License and required minimum insurance coverage.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.



Schools Care Inc. (DBA School Care Team)

Job Description

Position Title: Program Specialist
Reports to: Program Manager
Status: Full Time, Daytime and Evening hours, as needed

GENERAL PURPOSE

The Program Specialist will deliver mission-driven material to varied audiences, including but not limited to individuals in schools, businesses, public servants, and the general public. SCT has received funding through various sources to provide evidence-based practice, social-emotional behavior, and wellness training to the community, including all counties served by SCT (Adams, Allen, DeKalb, Elkhart, Huntington, Kosciusko, LaGrange, Noble, Steuben, Wabash, Wells, and Whitley). Programs/trainings in additional counties may occur.

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This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Deliver SCT-directed training curriculum to various individuals throughout the service area.
- Ability to broaden, expand, and develop personal training skills to include such topics as social-emotional learning, mindfulness, emotional regulation, suicide prevention and response, teacher well-being, leadership, Sources of Strength, Restorative Practices, Wellness Recovery Action Planning, and others that align with the mission of the organization.
- Public speaking and program facilitation skills, including high-level verbal communication, the ability to project voice, and connect with audiences with a pleasant demeanor.
- Forge relationships with local community groups and organizations and act as a point of contact between them and the SCT to facilitate providing SEBW, teacher wellness, leadership, and other school-based training.
- Ensure that all training standards and performance criteria are met and maintained to ensure quality and consistency.
- Work as an integral member of the Training Team, which includes providing feedback regarding curriculum content and presentation, ongoing curriculum development needs, analyzing training survey feedback, and maintaining and updating databases as needed.
- Obtain all required certifications within established national, state, and agency deadlines.
- Ability to work with minimal supervision, self-motivation, attention to detail, organization, and dependability.
- Attend organizational, departmental, and committee meetings as directed.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle, or feel, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, varied. Evening and weekend work may be required infrequently as job duties demand.

TRAVEL

It will likely involve travel to all 12 counties served by SCT (see list in “General Purpose”). Mileage is reimbursable per SCT policies and procedures. May include an average of 5 overnight projects per year.

QUALIFICATION REQUIREMENTS:

- Bachelor’s degree in education, social work, or related field and two years of experience in education, social services, public speaking, community engagement, and networking or equivalent professional experience required.
- Excellent communication and teaching skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners, & the public.
- Demonstrate personal computer skills with MS Office applications and other common software applications, particularly Google Suite, PowerPoint, and Excel. This includes the ability to set up a personal computer to various projection devices, which provides sound for video presentations.
- Possess conflict resolution and cultural sensitivity skills and abide by company culture communication standards.
- Ability to work with minimal supervision, self-motivation, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct, and appearance that reflect SCT’s image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver’s License and required minimum insurance coverage.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, obligations, and activities may change at any time, with or without notice.



Schools Care Inc. (DBA School Care Team)

Job Description

Position Title: Teacher Wellness Specialist
Reports to: Program Manager/Program Director
Status: Part-Time, Hourly

GENERAL PURPOSE

Job Title: Teacher Wellness Assistant

Location: Goshen, Indiana

Company Overview: The School Care Team is dedicated to fostering a supportive and nurturing environment for educators. We understand the importance of teacher well-being in creating a positive school culture and enhancing student success. As part of our commitment, we are seeking a compassionate and dedicated Teacher Wellness Assistant to join our team.

Job Description: As a Teacher Wellness Assistant, you will play a vital role in supporting the physical, mental, and emotional wellness of our teachers. Working closely with the School Care Team, you will assist in implementing various initiatives aimed at promoting teacher well-being and resilience.

We offer competitive compensation and opportunities for professional development. If you are passionate about supporting teachers and promoting wellness in schools, we encourage you to apply for this rewarding position.

School Care Inc. is an equal-opportunity employer. Working for Schools Care Inc. is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at Schools Care Inc. to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Key Responsibilities:

- Assist in organizing and facilitating wellness workshops, seminars, and training sessions for teachers on topics such as stress management, self-care, and work-life balance.
- Provide logistical support for wellness events and activities, including scheduling, set-up, and coordination of resources.
- Help maintain records and documentation related to teacher wellness programs, including attendance, feedback, and evaluations.
- Assist in conducting surveys and assessments to gather feedback from teachers and identify areas of need.
- Collaborate with team members to develop wellness resources and materials for distribution to teachers.

- Offer administrative support, such as managing email communications, scheduling appointments, and organizing files.
- Participate in team meetings and contribute ideas for improving teacher wellness initiatives.
- Maintain confidentiality and uphold professional boundaries in all interactions with teachers seeking support or assistance.
- Facilitate classroom lessons to increase student emotional intelligence and regulation.
- Facilitate classroom lessons from CATCH My Breath anti-vaping and tobacco use curriculum.

SUPERVISORY RESPONSIBILITIES

This position does not have direct staff supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle, or feel, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a part-time position. Days and hours of work are typically Monday through Friday, 8:00 AM to 1:00 PM but can vary depending on the needs of the school.

TRAVEL

May include occasional travel for professional development.

QUALIFICATION REQUIREMENTS:

- High school diploma or equivalent; additional education or training in counseling, psychology, or a related field is a plus.
- Previous experience working in a school setting or similar environment is preferred.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively as part of a team.
- Empathy, compassion, and a nonjudgmental attitude toward supporting others.
- Basic computer skills, including proficiency in Microsoft Office applications.
- Passion for promoting well-being and supporting educators.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, obligations, and activities may change at any time, with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ Date: _____

Position: *Prevention Assistant*

**GEMINUS
CORPORATION**

Position

Description/Performance

**Appraisal/Competency
Assessment**

Position Title: Prevention Assistant
Department Name: Prevention Services
Position(s) Supervised: None

Position Code:
RU/Dept #: 7711
FLSA Status: Non-Exempt

Incumbent Name: Shairay Jones
Reports to: Deputy Director of Prevention Services
Date Written/Revised: 4/15/2022

Position Purpose:

The Prevention Assistant supports substance misuse prevention, mental health promotion, and suicide prevention efforts for the Prevention Services Department. The incumbent is responsible for the day-to-day support of prevention programming through planning, scheduling and attending activities, meetings, training opportunities and report writing. This position is responsible for monitoring program/strategy enrollments and completions, and progress towards meeting objectives set forth by the grants or initiatives. The Prevention Assistant interfaces with community agencies, schools, parents, youth and volunteers to support the activities of the program. The prevention assistant is expected to present a positive professional image of Geminus, the Prevention Department, and Regional Care Group in effectively communication and interaction with agencies and partners in our community and throughout the state/nation. This position works under close directive of the Deputy Director of Prevention Services and Vice President of Business Development and performs other duties as necessary to assist the department in the completion of tasks, projects, or initiatives.

Scope:

Supervision/delegation:

This position has no responsibility for authority for the direction of others but rather works in conjunction with initiative staff to ensure planning objectives are met and support is identified as needed.

Budgetary Authority:

This position has no budgetary authority.

Decision Making:

This position's ability to make decisions is minimal and generally limited to the mechanics of how the work is performed. This position generally follows prescribed procedures. However, this position has responsibility for making decisions as approved by the Prevention Deputy Director.

Critical Thinking:

This position applies standard procedures to the performance of his/her job.

Customer Contact/Relationships:

Daily contact with general public and outside agency personnel contacting prevention services. Daily contact with internal support staff in other departments to coordinate initiatives for prevention services. Diverse array of community organizations comprising of LGBTQ groups, schools, Universities/Colleges, faith-based, youth agencies, senior serving organizations, and other social services.

Minimum Hiring Requirements:

Academic: Associates Degree or equivalent within 4 months of accepting position.

Experience: A minimum of 2 years professional work experience, either in an office setting, customer service, working with youth and/or families, or similar experiences. Must be computer literate-proficient in Microsoft Office-Word/Excel/Power Point and be able to accurately type 60wpm.

Language: Ability to read, analyze and interpret technical/medical/legal information. Ability to respond to routine inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively communicate with individuals and groups.

Math: Ability to apply concepts such as averages, ratios, fractions, and percentages to practical situations.

Position: Prevention Assistant

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting information, and to develop creative alternative solutions.

Physical Demands: **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate in person or over the telephone with employees and other customers. This position must also be able to travel off sites when necessary, and may occasionally need to put in hours beyond the standard work week in order to meet programmatic demands.

The employee is required to stand; walk; reach; bend; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is frequently required to sit.

This position must lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is required to have fine motor skills for legible and accurate writing of reports, charting, and correspondence.

GEMINUS CORPORATION
Position Description/Performance
Appraisal/Competency Assessment

Position Title:	Prevention Coordinator	Position Code:	Incumbents Name: Lisa Scott
Department Name:	Prevention Services	RU/Dept #: 7711	Reports to: Deputy Director of Prevention Services
Position(s) Supervised	NA	FLSA Status: Non-Exempt	Date Written/Revised: 4/15/2022

Position Purpose: To coordinate all efforts of assigned grant/project in accordance to Geminus policies/procedures and scope of work/requirements as provided by the funding agency/contract. The Coordinator is responsible for monitoring program enrollments and completions, monitoring progress of objectives, and assessing/evaluating end results as compared to objectives. The Coordinator is also responsible for the overall project management and administration of assigned grant by the Deputy Director of Prevention Services. The incumbent is responsible for the day to day management of the grant, planning, scheduling and attending activities, meetings, training opportunities and report writing, as well as ensuring proper utilization of grant funds and monitoring monthly spending. The Coordinator is responsible for assisting with other assigned prevention tasks. The incumbent is expected to present a positive professional image of Geminus and the Prevention Department in effectively working with community officials and agencies to assure growth of researched-based prevention efforts throughout the state. This position works closely with the Deputy Director of Prevention Services and Vice President Business Development and performs other duties as necessary to assist the department in the completion of tasks, projects, or initiatives.

Scope:

Supervision/delegation: This position has no direct responsibility for authority for the direction of others but rather works in conjunction with initiative staff to ensure planning objectives are met and support is identified as needed.

Budgetary Authority: This position has budgetary oversight, however any budgetary decision must be reviewed and approved by Prevention Director and/or Manager.

Decision Making: This position has responsibility for making decisions as approved by supervisor, which typically affect only one department or work unit.

Complexity: This position's responsibilities are substantially complex, requiring the selection and application of a wide range of procedures, policies and precedent decisions. .

Customer Contact/Relationships: Diverse array of community organizations comprising schools, Universities/Colleges, faith based groups, and other youth and senior serving organizations.

Minimum Hiring Requirements:

Academic: Bachelors degree required.

Certification: Certified Prevention Specialist preferred, or obtained within 12 months.

Experience: At least three years experience in office administration, public health, social services and/or prior experience with youth, young adults, adults, older adult population with trainings, program assessment, and evaluation.

Language: Ability to read, analyze and interpret technical/medical/legal information. Ability to respond to routine inquiries or complaints from customers, regulatory agencies, or members of the business community.
Ability to effectively communicate with individuals and groups.

Math: Ability to apply concepts such as averages, ratios, fractions, and percentages to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting information, and to develop creative alternative solutions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate in person or over the telephone with employees, applicants, and other customers. This position must also be able to travel to customer sites when necessary, and may occasionally need to put in hours beyond the standard work week in order to meet customer demands.

The employee is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to sit.

This position must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position: *VP, Business Development*
Incumbent:

REGIONAL CARE GROUP
Position Description/Performance
Appraisal/Competency Assessment

Position Title:	VP of Business Development	Position Code:	Incumbent's Name: Eric Evans
Department Name:	President's Office	RU/Dept #:	Reports to: President/COO
		FLSA Status: Exempt	Date Written/Revised: 6/2023
Position(s) Supervised: Prevention Deputy Director			

Position Purpose:

The VP of Business Development directs the development and execution of the business development vision, strategy, plans, and processes that will drive grant funding, increase revenue, expand programs, assist in accomplishing financial objectives, monitor performance and adherence to fund and program requirements. This individual identifies and evaluates new program opportunities, partners, channels, and customers. This individual is responsible for the development of a wide network of contacts to keep informed about current and future service areas, opportunities and identify additional needs. This individual is in the community, attending events and meetings, educating stakeholders of the various programs offered through Regional Care Group. This individual does research and analyzes the funding opportunities, the business environment, competitors, and customers to develop ideas for new programs and services, and business models. The VP of Business Development directs feasibility studies, develops and completes proposal and/or applications, and works with COO/CEO on negotiations for new business opportunities. This individual collaborates with program and clinical staff, executive team, finance, and other stakeholders to support and complete business development plans. This individual reviews performance data and works closely with the VP of QI and accreditation to ensure funding requirements are met and reports back to program directors on performance and compliance requirements. This individual also oversees the Prevention Department and works closely with staff to ensure it on-going operational success.

Scope:

The VP reports to the Chief Operations Officer. The VP will bring together funding growth and management, internal talent, and external collaborators to meet strategic goals that drive organizational growth, satisfaction, and success.

The VP is responsible for managing and growing the organizational funding portfolio of revenue from private and government projects. The VP of Business Development will work with internal and external content area experts, prepare and submit grant applications, monitor and collect data, prepare reports for federal and local government contracts as well as maintain and cultivate these funding relationships to help maintain and expand grant and contract revenues. This individual will work closely with the Executive Team, Finance, QI & Accreditation, and Compliance staff to ensure adherence to funding requirements. These tasks as well as others require a high level of collaboration with leadership throughout the organizations to assure all staff understand funding requirements, including on-going performance expectations.

Supervision/delegation:

The VP reports to the Chief Operations Officer. The VP will work with leadership to ensure staff are trained on the requirements and responsibilities of funding streams and to ensure performance expectations are well understood and met. The VP will work with stakeholders to collect, analyze and report data for monitoring on a continuous basis to ensure compliance with funding requirements.

Budgetary authority:

This position has budgetary authority for the Business Development and Prevention Services Departments.

Decision-making:

This position has responsibility for making decisions which affect work units/departments. Follows program parameters and procedures, and consults with superior on issues not addressed by policy or procedure.

Complexity:

This position's responsibilities are substantially complex, often working within broad or vague parameters or only partially relevant guidelines.

Relationships and Customer Contact:

The VP is a primary contact for key stakeholders within the agency, community, local, state and federal government. This

Position: *VP, Business Development*
Incumbent:

individual maintains a master list of prospective funders, key community contacts, regularly meets and provides updates to these individuals on the many services of RCG. The VP is part of the management team responsible for the continued performance compliance throughout RCG. The VP will create and regularly review the contact network, keep it updated by looking for new opportunities and maintaining a centralized contact list that can be share with other agency leads.

Minimum Hiring Requirements:

Education: Minimum, Master Degree, MBA preferred Experience

- Minimum of seven years of experience in public or private grant writing and management. Experience in organization funder identification, cultivation, and stewardship preferred
- Proficient with State and Federal governmental related funding proposal processes and platforms
- Comprehensive working knowledge of agency goals, structure, budgeting, and operations
- Excellent time and project management skills with ability to prioritize tasks, work with deadlines, and coordinate with a team to get things done
- Excellent verbal and written communication skills
- Strong attention to detail
- This position must be comfortable with a large volume of writing, as well as having a strong understanding of budgets and the ability to collaborate with colleagues on developing and managing budgets
- Ability to present complex information in writing in a direct and appealing way to various audiences
- Strong team player who can collaborate well with departmental and program staff
- Strong community awareness and relationship building skills with the ability to find common ground, build consensus, and strengthen collaboration among diverse external stakeholders/partners
- Ability to establish effective professional relationships with culturally and racially diverse staff and partners
- Willingness to work flexible hours

Licensure and Certification:

Licensure shall be appropriate to the highest field of academic

training achieved by the employee. Other Skills/competencies:

Competence will be maintained with applicable Microsoft Office applications including

Microsoft Windows and Office 365. Hiring Preferences:

Licensure consistent with the level of academic achievement is desirable.

Language, Math, Reasoning Ability, Physical Demands

Language:

Ability to read, analyze and interpret technical and legal information is required as is ability to respond to complex inquiries or complaints from customers, regulatory agencies, or other professionals and ability to write policies and procedures including comfort with behavioral health terminology and effectively communicate with individuals and groups.

Math:

Ability to apply concepts such as averages, ratios, fractions, and percentages, interpolation, extrapolation, unit costs, and statistics to practical situations is required.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting information, and to develop creative alternative solutions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate in person or over the telephone with employees, managers and other customers. This position must also be able to travel to customer sites when necessary, and may occasionally need to put in hours beyond the standard workweek in order to meet customer demands.

The employee is frequently required to stand; bend; walk; reach; use hands to finger, handle or feel objects, tools

Position: ***VP, Business Development***
Incumbent:

or controls; reach with hands and arms. The employee is frequently required to sit and use a keyboard and/or computer mouse.

This position must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is required to have fine motor skills for legible and accurate writing of reports, charting, scheduling and correspondence.

This position must be familiar with stress management and conflict resolution techniques. Must be able to tolerate a high degree of stress, and have the physical agility and emotional stamina to respond quickly, appropriately and effectively to emergency situations.