
JOB DESCRIPTIONS

HSWC, Inc. maintains written job descriptions for all positions. In the event new paid positions are created through expansion or reorganization, written job descriptions will be prepared and then approved by the Executive Director and Human Resources Manager prior to filling the position.

A job description contains the following elements: title, supervisor, qualifications (education, experience, other) and requirements, listing of essential functions of the positions, general and specific duties, employee signature and date and Executive Director's signature and date.

Job descriptions are intended to be as detailed and explicit as possible; however, employees may be required to perform related duties not specified in the job description. In the event that new major responsibilities or other significant changes occur, the job description will be rewritten to reflect these changes.