

### Appendix D: Job description template

<b>Job title:</b>	The formal title of the position
<b>Reports to:</b>	The title of the position that the job incumbent reports to
<b>Grade:</b>	The salary grade that the position falls within (if you use a grading system)

#### Job summary

Provide a summary (1-2 sentences) of the scope, objective or role, and key responsibilities of the position. Give an overview of the job's main purpose. Highlight the type of employment (e.g., full-time, contract, shift)

(e.g., Full-time medical office receptionist to support a medical health office)

#### Responsibilities and duties

- List 3-5 major responsibilities and duties in descending order of importance. Importance is related to those responsibilities that most contribute to carrying out the purpose of the job.
- Begin each statement with an action verb and use the present tense of the verbs, e.g., "Greet patients to the office in a professional and friendly manner" or "Reconcile accounts payables/receivables and produce financial statements on a regular and timely basis".

#### Qualifications – education and/or work experience

State the knowledge and skill requirements for the job. These are the abilities required to perform the daily tasks and job duties listed above. List what is required for the job NOT what the incumbent possesses.

- List minimum education/credential needed to be able to perform the job at a normal level of performance.). Be as specific as possible about names of certificates, degrees, and specific job-related training programs, e.g., "Undergraduate degree in Health Care Administration".
- List skills and knowledge requirements that are experienced based, e.g., "Experience in EMR software" or "Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients".
- List minimum experience needed to be able to perform this job at a normal level of performance. e.g., "five years' experience required in the health care field, including demonstrated knowledge of OHIP billing".

Ensure the qualifications required are the necessary ones for the role and align with compensation.

All qualifications must comply with provincial human rights legislation.

## H. Appendix

### Working conditions

Identify the working conditions of the role, such as:

- Contract or Permanent
- Full Time or Part-time including hours (e.g., 9 a.m.- 5 p.m.)
- In-person (location)/work from home
- Include special considerations for the position, such as working with exposure to hazards, occasional travel, necessary overtime, shift work or evening work, e.g., “Work involves evenings and some weekends”.

### Direct reports

Direct supervisory responsibility includes the authority to hire, transfer, suspend, promote, terminate, assign, reward or discipline subordinate employees or effectively recommend such actions. List by job title any positions to be supervised by the incumbent.

### How to apply

Explain how to apply for the role (e.g., email) in a specific format (if desired).

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### Internal review:

Approved by:	Signature of the person with the authority to approve the job description
Date approved:	Date when the job description was approved
Reviewed:	Date when the job description was last reviewed

A job description should be reviewed annually and updated as often as necessary to ensure that it stays current and relevant.