

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Job Descriptions

Policy Number: 1111

Origination Date: 02/17/2009

Revised: Board Meeting of 12/14/2023

Policy

It is the policy of NWF Health Network (NWFHN), to ensure complete communication pertaining to job functions and job qualifications.

Procedure

- A. NWFHN will have a written job description for each position that clearly states the position's responsibilities and minimum qualifications.
- B. NWFHN will recruit and select candidates for positions based on at least the minimum qualifications as indicated on the job description. Deviation will be rare and is only granted with approval of the CEO or their designee
- C. The job description will be signed by the new employee and immediate supervisor.
- D. The signed copy will be retained in the employee's employment file.
- E. The job description for each position will be reviewed and approved by the CEO or their designee on an annual basis.
 1. If changes are made to the job description, a copy shall be provided to the employee affected;
 2. The employee and their supervisor will sign the updated job and return the document to be filed in their employment file.