

Qualifications

- 2 years of experience in human services, customer service, and/or administrative work preferred
- Bi-lingual English/Spanish preferred
- Able to work with diverse populations and provide assistance in calm, courteous, and professional manner
- Must be a good team player, but also equally confident in taking the lead, when needed
- Proficient in Microsoft Office Suite
- High School diploma or equivalent
- Must be dependable, flexible, and able to manage diverse responsibilities each day
- Organized and detail-oriented
- Highly motivated with a passion for the mission of Laurel House
- Valid Driver's License and use of an insured vehicle as needed
- Ability to travel Montgomery County and neighboring counties as needed (mileage reimbursement provided)

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

Employee

Date

Print Name

Supervisor

Reviewed by: _____

Date: _____

Laurel House
Job Analysis/ Physical Activities Checklist
Economic Justice and Empowerment Counselor

Physical Activities	Frequency <i>(N)Never, (R)Rarely, (O)Occasionally, (F)Frequently or (C)Constantly</i>
Ascending or descending ladders, stairs, ramps, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	F
Remaining in a stationary position, often standing or sitting for prolonged periods.	O
Moving about to accomplish tasks or moving from one worksite to another.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	C
Operating machinery and/or power tools.	R
Operating company motor vehicles or heavy equipment.	N
Assessing the accuracy, neatness and thoroughness of the work assigned.	C

Environmental Conditions <i>Check all that apply</i>	Frequency <i>(N)Never, (R)Rarely, (O)Occasionally, (F)Frequently or (C)Constantly</i>
Low temperatures.	
High temperatures.	
Outdoor elements such as precipitation and wind.	
Noisy environments.	
Hazardous conditions.	
Poor ventilation.	
Small and/or enclosed spaces.	
No adverse environmental conditions expected.	X

Physical Demands <i>Check only one</i>	
Sedentary work that primarily involves sitting/standing.	
Light work that includes moving objects up to 20 pounds.	
Medium work that includes moving objects up to 40 pounds.	X
Heavy work that includes moving objects up to 50 pounds.	