

Primary Responsibilities

Ambiguity can quickly breed anxiety. It is important to dispel confusion and introduce new employees to the requirements of their role ASAP. This worksheet gives a brief overview of worries common to new team members, followed by guiding questions for supervisors when creating a primary responsibilities document, and finally, a primary responsibilities document example for reference.

Common New Staff Fears:

1. What is expected of me?
2. What am I supposed to do? What am I supposed to do now?
3. Am I meeting my supervisor's expectations?

Process and Guiding Questions for Supervisors:

How can the staff member see, and reference, a list of all of their major responsibilities that is both concise and prioritized?

If I was gone for the next two weeks, would this staff member know what they should be working on?

1. List all of the tasks that the staff member is responsible for - big and small.
 2. Categorize them into logical groups or use billing/grant codes.
 - a. Group titles should be between 1-5 words.
 3. Prioritize each responsibility.
 - a. This helps new employees self-triage their time and stay focused on the most critical tasks.
 4. Discuss the responsibilities with each staff member during orientation.
 5. This should be updated and discussed with the staff member any time job duties change.
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Primary Responsibilities - Example

Priority Area 1: High priority

Priority Area 2: Medium priority

Priority Area 3: Low priority

PROJECT NAME 1

TIME CODE(S): 1234

- Patient Care
 - Procedure 1
 - Procedure 2
 - Procedure 3
 - Charting 1
 - Follow up on...
 - Become familiar with...
- Education
 - Know the XYZ Strategic Plan and Workplan
 - Know the STATE five-pillar approach to OUD
 - Review the XYZ needs assessment
 - Know the CDC Guidelines for TOPIC
 - Create and update the bloodborne pathogens training presentation
- Planning
 - Work with workgroup staff on training opportunities
 - Collaborate with workgroup on PSA filming
 - Implement two permanent TOPIC programs through stipend opportunity
 - Establish partnerships with stakeholder agencies (both within ORGANIZATION or others)
 - Survey partners for the ABC project
 - Update database for ABC project
 - Become familiar with annual events related to TOPIC Drug Take Back Days
- Provision of Training
 - Identify
 - Give
 - Assist
 - Promote
- Partners
 - Establish a focused community agency to work with on XYZ activities
 - Get MOUs signed
 - Gain 10 participants per year for the XYZ ambassador program
 - Build new data sources and sharing partners

- Program Evaluation
 - Review current metrics and data sources
 - Utilize current /Create monitoring tools for program activities
- Support
 - Be a supporting member of XYZ workgroups
 - Be a supporting member of the CHA/CHIP/CHNA
 - Work creatively to develop new ways of promoting health.