

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Position Descriptions and Competencies

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Originating Department: Human Resources

Approved By:



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### **Purpose:**

To establish a policy regarding criteria-based position descriptions and competencies for all employees.

### **Policy:**

For effective management, each Administrator must maintain accurate job descriptions and competencies for all positions within his/her respective facility. All employees must receive and sign an accurate job description upon employment, as do existing employees who are transferred into different or newly created positions. If the duties and/or responsibilities of a position change significantly, a new job description and initial competency assessment must be created and reviewed by Corporate HR Director within 30 days of a formalized change. HR Manager will ensure and maintain up to date employee Personnel Files.

All job descriptions must comply with The Americans with Disabilities Act and should contain a complete description of all material job responsibilities, including population specific competencies as mandated by AHCA.

All job descriptions must be competency based.