

[Insert Clinic Name/Logo Here]

(Can also include general contact information like emails and phone numbers here)

Overview of Clinic and Mission Statement

In this section of the job description, clinics can write about who they are, what services are provided, where they are located, and who they serve. A clinic's mission statement or CORE value can be state in this section as well. If you would like applicants to learn more about your organization, you can include a website link at the end of this section. This part of the job description provides applicants a general idea of the clinic they will potentially be working for as well as how they will be fit in and contribute to the organization.

Position Summary

For this section, you can format it in a paragraph form or in bullet points shown below. This section will quickly summarize how the position contributes to the operations of the clinic as well as any logistical information like who the position will report to. You can also provide a short paragraph of the overall responsibilities of the position; this paragraph doesn't have to be super extensive because you will elaborate about the specific tasks in the sections below. Below is an example of what you could potentially include.

TITLE:

REPORTS TO:

STATUS:

DEPARTMENT:

Responsibilities/Duties

- This section is generally in bullet point form.
- For each bullet point, describe each responsibility for the position.
- Detailed bullet points are helpful for candidates as they decide whether or not they can fulfill the duties of the position.
- This section can have multiple subsections if the position contains many facets in its responsibilities.
- Below is an example of this subdividing.

Leadership

- Responsibility #1

- Use another indented bullet point like this if you want to elaborate about the duty written
- Responsibility #2
 - Responsibility #3

Marketing/Communications

- Responsibility #1
- Responsibility #2
- Responsibility #3

Development

- Responsibility #1
- Responsibility #2
- Responsibility #3

Qualifications/Requirements

- This section is similar in format to the previous section; however, the information is about required qualifications that applicants must have in order to be hired in this position.
- You can also use subdivisions to organize your requirements.

Training and Experience

- Qualification #1
- Qualification #2
- Qualification #3

Education

- Qualification #1
- Qualification #2
- Qualification #3

Skills

- Qualification #1
- Qualification #2
- Qualification #3

Certifications

- Qualification #1
- Qualification #2
- Qualification #3

Working Conditions/Physical Requirements

This section outlines any necessary physical requirements and other environment-related notes about the position. Even if the position does not require any lifting, it is still helpful for applicants to know what their work environment will be like. Information can include any bending, reaching, and moving as well as where and how the employee will be completing tasks.

Benefits

If you want to include benefits that your clinic offers, you can include them in this section. This section can be at the beginning or bottom of the description. Benefits can include insurance, retirement plans, and paid holidays. This section can be omitted if desired.

Equal Opportunity Employer

Most clinics include a statement at the bottom of the description that establishes that the clinic will consider everyone regardless of personal background. Below is an example of that statement.

[Insert clinic name here] is an Equal Opportunity Employer. [Insert clinic name here] does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, or sexual orientation in accordance with all applicable requirements of Federal and State laws.

To Apply

Send your resume and CV to [insert clinic email here] or visit our website at [insert clinic website here] to apply.

Extra Tips

- This outline shows what a general idea of what a job description contains. Based on clinic preferences and the posted position, sections can be omitted or edited. (Example: salary wasn't included in this description but can be included if preferred.)
- Adding some color might be helpful in organizing the information and catch the eye of applicants.