

MINIMUM QUALIFICATIONS CHECKLIST

Community Supports Director

QUALIFICATIONS	Yes	No
I have a Bachelor's Degree in Public Administration, Community Planning, Human/Social Services or related field.		
I have four or more years of progressively responsible professional work in program management and development of human or social services or related field.		
I have two or more years of public administration, non-profit or governmental social services experience.		
I have four years of progressively responsible experience in management, including supervision. # Years' supervisory experience: Largest # of employees directly supervised at one time:		
I have experience in grants management, planning and human resources (<i>preferred</i>).		
I have demonstrated knowledge of aging services and working with seniors, adults living with disabilities and caregivers.		
I have the ability to assess quality program delivery and performance and to effectively monitor, coach and evaluate team and individual staff performance.		
I have demonstrated leadership skills and ability to uphold and inspire a collaborative team-oriented work environment.		
I have, or the ability to obtain, a valid driver's license, appropriate insurance and vehicle available for work-related travel and the ability to pass a background check.		
I meet all other "Qualifications" as listed in the job description. If not, please describe:		

I hereby certify that all statements made above are true and correct.

Signature

Date

Print Name