



All Staff Supports

- Self-timekeeping and allocation tracking.
- Complete tasks including regular and timely communication with task coordinator/supervisor.
- Support the coalition's strategic goals, outputs, and outcomes.
- Report as requested.
- Participate in meetings and collaborate with other departments.
- Communicate supply needs to coordinator/supervisor.
- Master training and request additional training supports if needed.
- Utilize supporting tools - examples: Microsoft Office, PowerDMS, WebAuthor.
- Understand, follow, and contribute to improving agency policies, procedures, and processes.
- Be familiar with and promote ELC programs.
- Share website update and communication needs to coordinator/supervisor.
- Support special projects.
- Provide excellent customer service.
- Seek opportunities to initiate self-growth.
- Retain records as required.