**CAI CONTACT**

PATRICIA BOWLER

PHONE:

EMAIL ID:

**<Candidate Name>**

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Required** | **years req** | **Years Used** | **Last Used** |
| Education preferred: Bachelor’s degree in Education, Management Information /Systems, Communications, Business or a related field. | Highly desired | 4 |  |  |
| Education required: Work experience in lieu of education, along with a High School Diploma or GED, can be accepted at a hiring manager’s discretion. | Highly desired | 4 |  |  |
| Knowledge of adult learning and instructional design. | Highly desired | 3 |  |  |
| General working knowledge of MS 365 applications, including Word, PowerPoint, Excel, Outlook, Forms, SharePoint, Teams, and more. | Highly desired | 4 |  |  |
| Experience leading building of training materials such as videos, presentations or job aids. | Required | 4 |  |  |
| Experience troubleshooting hardware and software – hands-on or from a helpdesk | Required | 4 |  |  |
| 4+ Years of related professional experience | Required | 4 |  |  |
| 3+ years of experience advising and influencing internal stakeholders (leadership, technical trainers, etc.). | Required | 3 |  |  |
| Drives performance. Holds self and others accountable. Delivers results first time right. Never settles for status quo. Willing to have tough conversa | Required | 4 |  |  |
| Works collaboratively. Seeks out the experience of others with the aim for better results. Open minded regardless of where ideas originate. Flexible a | Required | 4 |  |  |
| Knowledge and experience working with a local health department or Virginia Department of Health | Required | 3 |  |  |
| Knowledge of the Ryan White HIV Part B Program; | Required | 3 |  |  |
| Experience using Provide Enterprise System is highly desired for this position | Required | 3 |  |  |
| Excellent written and verbal communication skills and effective problem solving, analytical thinking, and organizational skills | Required | 4 |  |  |
| Proficient computer skills including Microsoft Office applications (Excel, Access, PowerPoint, and Word); | Required | 4 |  |  |
| Strong interpersonal and communication skills (both verbal and written); | Required | 4 |  |  |
| Strong attention to detail and the ability to manage multiple projects; | Required | 3 |  |  |
| Knowledge and application of guidelines for HIPAA; | Required | 4 |  |  |
| Skill in establishing rapport and having empathy with clients; | Required | 4 |  |  |
| Ability to contribute to a team-based approach focused on patient care; | Required | 4 |  |  |
| Demonstrates problem solving, leadership, conflict management, and team-building skills to ensure a productive work environment and achievement of goa | Required | 4 |  |  |
| Adheres to programmatic policies and procedures that relate to the operation of the Ryan White program; | Required | 4 |  |  |
| Occasional travel may be required; candidate must have a valid driver’s license | Required | 4 |  |  |
|  |  |  |  |  |