### CAI Contact

### 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 |
| Proficiency in Microsoft Office, Adobe, webinar/conference call technology. | Required |  |  |  |
| Strong organizational skills. | Required |  |  |  |
| Ability to adapt to change. | Required |  |  |  |
| Ability to solve complex problems. | Required |  |  |  |
| Ability to develop & foster strong relationships with various stakeholders. | Required |  |  |  |
| Ability to think critically. | Required |  |  |  |
| Prior experience communicating effectively, both orally and writing, to families, local health department personnel and physicians. | Highly desired | **2** |  |  |
| Working knowledge of laws, rules and regulations relating to lead (heavy metal) and healthy homes (specifically 410 IAC 29) | Highly desired | **2** |  |  |
| Case management experience. | Highly desired | **2** |  |  |
| Bachelors Degree | Desired |  |  |  |
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|  |  |  |  |  |

### <Candidate’s full name>

### Employment History

<List candidate’s relevant employment history – copy paste all projects worked on – no other information >

### Education

<List candidate’s education background>