

Duty Distribution for Client Support Services

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Duty Distribution for Client Support Services

Dear [Employee Name],

As part of our commitment to providing exceptional client support services at [Agency Name], we are implementing a structured distribution of duties to optimize our service delivery. Below are the assigned responsibilities for your role:

Assigned Duties:

- Conduct initial client assessments.
- Develop individualized support plans.
- Coordinate with external service providers.
- Maintain accurate client records.
- Facilitate support group sessions.
- Provide crisis intervention as needed.
- Attend weekly staff meetings to discuss client progress.

Please ensure that you complete these duties by their respective deadlines. If you have any questions or require further clarification, feel free to reach out to me.

Thank you for your dedication to our clients and your hard work at [Agency Name].

Sincerely,

[Supervisor/Manager Name]

[Title]

[Agency Name]

[Contact Information]