

COTTONWOOD, INCORPORATED
JOB DESCRIPTION

Revised: 12/10

DEPARTMENT: Residential

JOB TITLE: Supervisor

JOB SUMMARY: Responsible for providing quality services in accordance with Individual Service Planning, licensing/accreditation standards, consumer choice and Cottonwood Policies and Procedures.

QUALIFICATIONS: High School diploma or equivalent and at least 2 years college coursework or equivalent number of years experience in a related field. Must have a valid driver's license and a driving record acceptable to Cottonwood's insurance carrier. Must be physically able to evacuate individuals in the event of an emergency and be able to intervene in the event of a physical conflict.

SUPERVISION RECEIVED: Residential Coordinator.

SUPERVISION GIVEN: None.

This position is: Non-Exempt

JOB RESPONSIBILITIES:

- *1. Ensure consistency in household function and service provision with effective oral and/or written communication with co-workers and other pertinent staff on a regular basis.
- *2. Protect and promote the rights, dignity, opportunities for choice, health, and safety of persons served. Develop *caring relationships* with each individual you work with using *lavish praise* and positive reinforcement.
- *3. Maintain house organization in compliance with SRS, CARF, and individual needs and abilities with respect to housekeeping, meal planning/purchasing, maintenance reporting, record keeping, and documentation. Staff will provide to individuals served the necessary supports to maintain their environment in a safe and healthy manner.
- *4. Participate in all aspects of the Individual Service Plan (ISP) process for persons served. Assist individuals in achieving their desired outcomes through the completion of individual Action Plans by target dates.
- *5. Ensure that individual financial records are maintained and participate in budgeting with each consumer or consumer representative and Coordinator with regard to bill paying and personal purchases, financial reviews, in-house accounts, and asset limits.
- *6. Assist consumers in the development of house management skills with regard to grocery shopping, meal planning, household cleanliness, and emergency procedures.
- *7. Support individuals in choosing leisure time options that allow for enriching experiences by using community resources.
- *8. Elicit, document, and utilize input from persons served in daily routines through weekly house conferences, relationship building, maintenance forms, menu planning, and ongoing daily communications.
- *9. Provide transportation and operate specialized equipment as needed in a safe and appropriate manner.
- *10. Assess individual personal care needs and collaborate with appropriate staff to ensure that health and medication, self-care, appearance, and safety needs are met per Cottonwood policies and procedures. Provide any necessary assistance (verbal and physical) with toileting, eating, bathing, and personal care.

- *11. Communicate and document pertinent information with regard to individual needs and situations to personal representatives, agency-wide staff, and other contacts, as authorized.
- *12. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, “at risk” behavioral incidents, etc).
- *13. Adhere to agreed-upon work schedule, report for work punctually, and assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers.
- *14. Attend required training, agency meetings, and ISP conferences as required to maintain competency in position.
- *15. Respond positively and professionally to individuals served, co-workers, supervisor, agency staff, parents, and community representatives. Present positive, fair, and accurate image of the agency to the public. Support Cottonwood’s mission. Demonstrate the *five and fifty rule*—greeting everyone when they are within five feet and smiling when they are within fifty feet.
- *16. Ensure compliance with Cottonwood policies and procedures. Take appropriate action to correct any obviously unsafe conditions.
- *17. Demonstrate competency in medication administration as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration).
- *18. Assist individuals served in interviewing prospective staff by providing training and on-going practice in appropriate questions and techniques. Solicit and document feedback for coordinator.
- *19. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.
- *20. Ensure that services provided enhance the independence, self-sufficiency, and productivity of persons served.
- *21. Minimize staff “down-time” by engaging individuals in constructive, meaningful activities on a daily basis.
- 22. Complete other duties as requested.
- 23. Unique requirements of this position (additional requirements may be added as the need arises):

Employee: _____ Date: _____

Residential Director: _____ Date: _____

Administrator of Services: _____ Date: _____

CEO: _____ Date: _____

This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.

***Essential Function**