

COTTONWOOD, INCORPORATED
JOB DESCRIPTION

Revised: 01/12

Department: Residential

Job Title: Residential Coordinator

JOB SUMMARY: Responsible for ensuring the effective provision of residential services for individuals living in group homes and apartments.

QUALIFICATIONS: Bachelor's degree and experience in the field or at least 2 years college course work plus 2 or more years experience in field with management experience preferred. Must have a valid driver's license and driving record acceptable to Cottonwood's insurance carrier. Must be able to evacuate individuals in the event of an emergency and be able to intervene in the event of physical conflict.

SUPERVISION RECEIVED: Residential Director.

SUPERVISION GIVEN: Residential Direct-contact staff.

THIS POSITION IS: Exempt

JOB RESPONSIBILITIES:

- *1. Recruit, orient, train, supervise, schedule, and evaluate residential direct-line staff to ensure ongoing provision of consumer-centered service in group homes and apartments. Disseminate information on a daily basis to facilitate service provision.
- *2. Participate in the Individual Service Planning (ISP) Process. Assist consumers and staff in pursuing individualized Action Plans. Track results and provide data to the Residential Director for inclusion in the Residential Department's Outcome Measurements.
- *3. Monitor consumer financial concerns with regard to bill-paying, accurate record-keeping, and maintaining solvency.
- *4. Act as one of two signatures on all supervised accounts.
- *5. Monitor the maintenance and safety of Residential sites as per licensing and accreditation standards and as directed by Residential Director. Correct current issues and problem-solve to prevent any future problems.
- *6. Work as a substitute in group homes and apartments if necessary.
- *7. Perform on-call responsibilities as scheduled. Support direct-contact staff as needed in emergency situations.
- *8. Serve as a member of Residential management team and provide input and follow through for outcome measurement, strategic planning, budget, expansion, etc.
- *9. Represent the Residential Department on various organization-wide committees. Communicate effectively.
- *10. Collaborate with other Cottonwood departments to provide quality services.
- *11. Provide for or arrange contacts with generic community agencies, organizations, and family members to facilitate services and enrich the quality of life of persons served.
- *12. Pursue new techniques and information through attendance at in-services and conferences and through review of current literature.
- *13. Ensure compliance with Cottonwood policies and procedures; take appropriate action to correct any

obvious unsafe conditions.

- *14. 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.
- *15. Preserve and promote the rights, dignity, opportunities for choice, health, self-sufficiency, satisfaction, and independence of the persons served. Develop *caring relationships* with each individual you work with using *lavish praise* and positive reinforcement.
- *16. Make sure that staff supervised complete required training and that time sheets, incident reports, personnel action forms, contact notes, and other forms of documentation are completed.
- *17. 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.
- *18. Demonstrate competency in Medication Administration for all sites, as determined by nursing staff. Complete all delegated nursing tasks.
- *19. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to SRS’ and Cottonwood Policies and Procedures. Participate as needed in related investigations. Help formulate and implement corrective action plans to decrease the likelihood of recurring incidents.
- *20. Provide transportation and operate specialized equipment as needed safely and appropriately.
- 21. Complete other duties as requested.
- 22. 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**