

COTTONWOOD, INCORPORATED
JOB DESCRIPTION

Revised: 12/10

DEPARTMENT: WORK ENRICHMENT SERVICES

JOB TITLE: WORK ENRICHMENT SERVICES SUPERVISOR

JOB SUMMARY: This position assists persons with mental retardation or other developmental disabilities in developing skills that will help them to take a more active part in the community, as well as lead a more independent life. Such assistance includes direct involvement in providing exposure, advocacy, and training conducive to success in a variety of community settings.

QUALIFICATIONS: Must have a high school diploma or equivalent. Experience in working with persons with developmental disabilities preferred. Must have ability to lift and carry as much as 35 lbs. and provide physical interaction as trained in managing behavioral issues. A valid class C driver's license is required, along with a driving record acceptable to Cottonwood's insurance provider. Must be physically able to evacuate consumers in the event of an emergency, to intervene in the event of a physical conflict, and to assist in personal care.

SUPERVISION RECEIVED: WORK ENRICHMENT SERVICES COORDINATOR

THIS POSITION IS: Non-Exempt

JOB RESPONSIBILITIES:

- *1. Provide continuous supervision to service participants to ensure environment is safe, clean, and facilitated in a manner that promotes success.
2. Ensure that the services provided to consumers enhance the independence, self-sufficiency, and productivity of the persons served through meaningful activities offered throughout each day.
- *3. Serve as a consumer advocate by preserving and promoting the rights, dignity, opportunities for choice, health, and safety of persons served.
- *4. Transport and supervise consumers in a safe manner to and from various community settings.
5. Facilitate relationships between consumers and the community as a whole by encouraging friendships, volunteer activities, and/or employment opportunities for consumers.
- *6. Implement and document progress on specific training objectives/action plans developed through person-centered service delivery.
- *7. Supervise employment and maintain all work and program-related records. Supervisors are responsible for ensuring high quality in all products generated by Cottonwood.
8. Attend and participate in all meetings as instructed by the Work Enrichment Services Coordinator.
- *9. Model appropriate work, community, and interpersonal behaviors at all times.
- *10. Assist individuals in their learning and employment experiences in accordance with CARF standards, Cottonwood policies and procedures, and as designated by the Work Enrichment Services Coordinator.
- *11. Attend to the personal needs of consumers, including help with meals and toileting hygiene as necessary.
12. Assist in the development of enhanced service delivery and curriculum.
- *13. Participate positively as a team member by effectively working with persons of varying disabilities, education, personalities, and training.

- *14. Maintain positive professional working relationships with consumers, co-workers, supervisor, staff members, parents, and community representatives. Present a positive, fair, and accurate image of the organization to the public.
- *15. Collaborate and problem-solve with other interdepartmental staff in a professional manner. Promote team participation and negotiation and follow through with assigned responsibilities.
- *16. Establish and maintain a working knowledge of medications prescribed to persons served, including the reason prescribed, dosages and times, potential side effects, and medication changes.
- *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. Accurately record hours worked on timesheet.
- *18. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood policies and procedures.
- *19. Complete required training in order to maintain competency in position.
- 20. Develop *caring relationships* with each individual you work with using *lavish praise* and positive reinforcement.
- 21. Demonstrate the *five and fifty rule*—greeting everyone when they are within five feet and smiling when they are within fifty feet.
- 22. Perform other duties within the guidelines of this job description as assigned by the Work Enrichment Services Coordinator.

EMPLOYEE: _____ DATE: _____

COORDINATOR: _____ DATE: _____

DEPARTMENT DIRECTOR: _____ DATE: _____

ADMINISTRATOR OF SERVICES: _____ DATE: _____

CEO: _____ DATE: _____

THIS JOB DESCRIPTION DOES NOT PROVIDE BASIS FOR ANY EMPLOYMENT CONTRACT. IT IS INTENDED SOLEY 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 CENTER’S SUCCESSFUL ACHIEVEMENT OF ITS MISSION.

***Essential Functions**