

COTTONWOOD, INCORPORATED

JOB DESCRIPTION

Revised: 2/17

Department: Residential

Job Title: Residential Specialist

JOB SUMMARY: Responsible for assisting Residential Managers and Assistants in providing quality services to individuals with developmental disabilities.

QUALIFICATIONS: High School diploma/GED required. Experience in the field is preferred. Must have a 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. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.
- *2. Assist consumers, Residential Manager, or Assistant in delegated household tasks. Staff will provide to individuals served the necessary supports to maintain their environment in a safe and healthy manner.
- *3. Assist individuals in achieving desired outcomes through completion of Person-Centered Support Plan (PCSP) action statements by target date as delegated by Residential Manager, Assistant, or Coordinator.
- *4. Communicate pertinent information with regard to individual needs and situations to co-workers, Residential Coordinator, nursing personnel, and other involved staff.
- *5. Provide transportation and operate specialized equipment as needed in a safe and appropriate manner. Maintain acceptable insurance eligibility.
6. Assist Residential Manager in facilitating house conferences.
- *7. Provide feedback and suggestions to Residential Manager and Residential Assistant for improving household operation and service delivery.
- *8. Attend training, agency meetings, and Person-Centered Support Plan (PCSP) conferences as required to maintain competency in position.
- *9. Assure compliance with Cottonwood policies and procedures; take appropriate actions to correct any obvious violations and or unsafe conditions.
- *10. 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.
- *11. Assure that services provided enhance the independence, self-sufficiency, and productivity of the persons served.

*12. Preserve 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.

*13. Provide any necessary assistance (verbal or physical) with toileting, eating, bathing, and personal care.

*14. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, "at-risk" behavioral events, etc).

*15. Demonstrate competency in medication administration, as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration).

*16. 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.

17. Complete other duties as requested.

18. Unique requirements of this position:

Employee: _____ Date: _____

Residential Coordinator: _____ Date: _____

Residential Director: _____ Date: _____

Administrator of Services: _____ 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 Functions**

COTTONWOOD, INCORPORATED
PERFORMANCE PLANNING AND EVALUATION

NAME: _____

DATE: _____

Department: Residential

Job Title: Residential Specialist

PROCEDURE:

1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.
2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions will be noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

PERFORMANCE EVALUATION

LEVELS OF ACHIEVEMENT

3-Exemplary 2- Good Work 1-Needs Improvement
Scores of "1" and "3" require a comment

PERFORMANCE OUTCOMES

RATING

*1. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.

*2. Assist consumers, Residential Manager, or Assistant in delegated household tasks. Staff will provide to individuals served the necessary supports to maintain their environment in a safe and healthy manner.

*3. Assist individuals in achieving desired outcomes through completion of Person-Centered Support Plan (PCSP) action statements by target date as delegated by Residential Manager, Assistant, or Coordinator.

*4. Communicate pertinent information with regard to individual needs and situations to co-workers, Residential Coordinator, nursing personnel, and other involved staff.

*5. Provide transportation and operate specialized equipment as needed in a safe and appropriate manner. Maintain acceptable insurance eligibility.

6. Assist Residential Manager in facilitating house conferences.

*7. Provide feedback and suggestions to Residential Manager and Residential Assistant for improving household operation and service delivery.

*8. Attend training, agency meetings, and Person-Centered Support Plan (PCSP) conferences as required to maintain competency in position.

*9. Assure compliance with Cottonwood policies and procedures; take appropriate actions to correct any obvious violations and or unsafe conditions.

*10. 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.

*11. Assure that services provided enhance the independence, self-sufficiency and productivity of the persons served.

*12. Preserve 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.

*13. Provide any necessary assistance (verbal or physical) with toileting, eating, bathing, and personal care.

*14. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, "at-risk" behavioral events, etc).

*15. Demonstrate competency in medication administration, as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration).

*16. 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. 3-Exemplary (0-3 days) 2-Good Work (4-7 days) 1-Needs Improvement (8 or more days)

17. Complete other duties as requested.

18. Unique requirements of this position:

TOTAL NUMERICAL SCORE: _____

AVERAGE SCORE: _____

Total added score divided by number of outcomes

PERCENT SALARY INCREASE: _____

PLANNING OUTCOME

PRINCIPAL STRENGTHS:

SUGGESTED IMPROVEMENTS:

PROGRESS MADE ON LAST YEAR'S GOAL(S):

GOAL(S) FOR THE COMING YEAR:

SUPERVISOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

CHANGED RESPONSIBILITIES:

ADDED:

DELETED:

ADDITIONAL GOALS:

Training expiring in next 12 months:

Mandt Date Expiring _____

Medication Administration Date Expiring _____

CPR Date Expiring _____

First Aid Date Expiring _____

Have you received any traffic citations in the past year? _____

If yes, please describe:

List of items completed:

Proof of current personal auto insurance attached: _____

Bloodborne Pathogen Review: _____

Personnel Action Request: _____

Required In-Services Completed: _____

Corporate Compliance Policy Reviewed _____

Harassment Policy Reviewed: _____

Do you need to update any of your "Emergency Contact" information? _____

Employee: _____ Date: _____









Coordinator: _____ Date: _____

Residential Director: _____ Date: _____

Administrator of Services: _____ Date: _____

Cottonwood, Inc. Code of Ethical Conduct

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.

-  **T** I shall promote inclusion and equitable **TREATMENT** for all people.
-  **H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.
-  **U** I shall do my **UTMOST** to inform and advocate for the individuals served.
-  **M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.
-  **B** I shall adhere to professional **BOUNDARIES**, **act with integrity** and promote excellence for all staff.
-  **S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.
-  **U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.
-  **P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood's policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature

Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker's Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.