

COTTONWOOD, INCORPORATED
JOB DESCRIPTION

Revised: 8/14

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: _____

Department 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 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 CENTER'S SUCCESSFUL ACHIEVEMENT OF ITS MISSION.

***Essential Functions**

COTTONWOOD, INCORPORATED
PERFORMANCE PLANNING AND EVALUATION

NAME: _____

DATE: _____

DEPARTMENT: Work Enrichment Services

JOB TITLE: Work Enrichment Services Supervisor

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 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” & “3” require a comment

PERFORMANCE OUTCOMES

RATING

*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. The following scale will be used to assess work attendance for the previous year at the next annual evaluation: 3-Exemplary (0-3 days) 2-Good Work (4-7 days) 1-Needs Improvement (8 or more days)

*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.

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:

Proof of current personal auto insurance attached: _____

Reviewed Bloodborne Pathogens: _____

Reviewed Driver Safety: _____

Reviewed Consumer Confidentiality: _____

Corporate Compliance Policy Reviewed: _____

Harassment Policy Reviewed: _____

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

Employee: _____ Date: _____

Department Coordinator: _____ Date: _____

Department Director: _____ Date: _____









Administrator of Services: _____ Date: _____

CEO: _____ Date: _____

Revised: 8/14

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.