 **C O T T O N W O O D, I N C O R P O R A T E D**

# Job Description

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Revised: 5/17

**DEPARTMENT:** Support Services **JOB TITLE:** Call-In Registered Nurse

**JOB SUMMARY:** This position combines clinical nursing functions with a community centered practice approach. The RN works with a team to provide clinical nursing assessments and direct care to designated Cottonwood consumers and coordinates the delivery of care as prescribed by medical practitioners in the community. This position requires weekly availability with a negotiated schedule and occasional availability to cover for the full time RN’s and LPN’s planned absences.

**QUALIFICATIONS:** Degree from an accredited School of Nursing. Must have current State of Kansas Licensed Registered Nurse credentials with intent to retain license and obtain required continuing education. A valid driver’s license and a driving record acceptable to Cottonwood’s insurance carrier is required. Must have an ability to work with patient/consumers, medical practitioners, families, personnel, and other community agencies. Basic operational computer literacy is required. Must have an understanding and willingness to work in a non-medical model setting with persons with cognitive and physical disabilities and their lay staff.

**SUPERVISION RECEIVED:** Health Support Manager

**SUPERVISION GIVEN:** None

**THIS POSITION IS:** Non- Exempt

**JOB RESPONSIBILITIES:**

\*1. Provide nursing care and perform other clinic tasks to benefit Cottonwood consumers under the direction of the Health Support Manager or nursing staff. These tasks may consist of weekly ongoing routine tasks or may be assigned as priority for the day so that the full time nursing staff can pursue projects and other duties.

\*2. Participate as a member of the clinic team and provide expertise where needed.

\*3. Assist staff from other departments as encountered throughout the day and share information as needed so that all team members are informed. This is a key responsibility and requires a thoughtful and professional approach and understanding of the complexity of the departmental structures at Cottonwood and those in a need to know position. Maintaining a working knowledge of the changing nature of the consumer health profiles and conditions is necessary.

\*4. Document all tasks and correspondence as instructed and ensure that paper and computer records are accurate, retrievable, and legible.

\*5. Adhere to agreed-upon work schedule and complete responsibilities in a timely manner. Assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. Accurately record hours worked on time sheet. The following scale will be used to asses 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)

\*6. Assure that all information regarding consumers and her/his condition is kept strictly confidential.

\*7. Actively participate in maintaining and facilitating an atmosphere of teamwork and pride in providing quality care. Demonstrate the ***five and fifty rule***—greet everyone when they are within five feet and smiling when they are within fifty feet. Develop ***caring relationships*** with consumers using ***lavish praise*** and positive reinforcement.

\*8. Fulfill in-service requirements.

\*9. Perform immediate consumer intervention/evacuation in the event of an emergency.

\*10. Ensure compliance with Cottonwood policies and procedures as well as compliance with all regulatory agencies.

\*11. Respond positively and professionally to individuals served, co-workers, supervisor, agency staff, consumer families and/or guardians, and community contacts. Present positive, fair, and accurate image of Cottonwood to the public. Support the mission of Cottonwood.

\*12. Maintain zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents to the appropriate authorities and as per Cottonwood policies and procedures.

13. Perform other duties as assigned by Health Support Manager, Director of Support Services, or full-time nursing staff.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Support Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support Services Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 functions

**C O T T O N W O O D I N C O R P O R A T E D**

**PERFORMANCE PLANNING AND EVALUATION**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT:** Support Services  **JOB TITLE:**  Call-In Clinic RN

**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.

**P E R F O R M A N C E E V A L U A T I O N**

LEVELS OF ACHIEVEMENT

3-Exemplary 2- Good Work 1-Needs Improvement

Scores of “1” and “3” require a comment

**PERFORMANCE OUTCOMES RATING**

1. Provide nursing care and perform other clinic tasks to benefit Cottonwood consumers under

the direction of the Health Support Manager or nursing staff. These tasks may consist of

weekly ongoing routine tasks or may be assigned as priority for the day so that the full time

nursing staff can pursue projects and other duties

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2. Participate as a member of the clinic team and provide expertise where needed.

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3. Assist staff from other departments as encountered throughout the day and share information

as needed so that all team members are informed. This is a key responsibility and requires a thoughtful

and professional approach and understanding of the complexity of the departmental structures at

Cottonwood and those in a need to know position. Maintaining a working knowledge of the changing

nature of the consumer health profiles and conditions is necessary.

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4. Document all tasks and correspondence as instructed and ensure that paper and computer records

are accurate, retrievable, and legible.

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5. Adhere to agreed-upon work schedule and complete responsibilities in a timely manner. Assure that

absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers.

Accurately record hours worked on time sheet. 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)

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6. Assure that all information regarding consumers and her/his condition is kept strictly confidential

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7. Actively participate in maintaining and facilitating an atmosphere of teamwork and pride in providing quality care. Demonstrate the ***five and fifty rule***—greet everyone when they are within five feet and smiling

when they are within fifty feet. Develop ***caring relationships*** with consumers using ***lavish praise*** and positive reinforcement.

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8. Fulfill in-service requirements.

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9. Perform immediate consumer intervention/evacuation in the event of an emergency

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10. Ensure compliance with Cottonwood policies and procedures as well as compliance with all

regulatory agencies.

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11. Respond positively and professionally to individuals served, co-workers, supervisor, agency

staff, consumer families and/or guardians, and community contacts. Present positive, fair, and

accurate image of Cottonwood to the public. Support the mission of Cottonwood.

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12. Maintain zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals

served. Report any suspected incidents to the appropriate authorities and as per Cottonwood policies and procedures.

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13. Perform other duties as assigned by Health Support Manager, Director of Support Services,

or full-time nursing staff.

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**TOTAL NUMERICAL SCORE: \_\_\_\_\_\_\_**

**AVERAGE SCORE: \_\_\_\_\_\_\_**

Total added score divided by number of outcomes

**PERCENT SALARY INCREASE:** \_\_\_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**GOAL(S) FOR THE COMING YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of items completed:

Proof of current personal auto insurance attached:\_\_\_\_\_

Coordinator Checklist:\_\_\_\_\_

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? \_\_\_\_\_

Have you received any traffic citations in the past year?\_\_\_\_\_

If yes, please describe:

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Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_

Health Support Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Support Services Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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.