

COTTONWOOD, INCORPORATED
JOB DESCRIPTION

Revised: 8/14

DEPARTMENT: Residential Services

JOB TITLE: Residential Supervisor II

JOB SUMMARY: Responsible for providing effective consumer-driven services to individuals living in their own apartments/homes that result in meaningful outcomes for the individual.

QUALIFICATIONS: High school diploma or GED and 2 years college course work or 2 years related experience. Must have a valid driver's license and a driving record acceptable to Cottonwood's insurance carrier. Must have reliable personal vehicle and insurance. Must have a cell phone for employment-related usage during actual working hours and to leave messages outside of normal schedule.

SUPERVISION RECEIVED: Residential Coordinator.

SUPERVISION GIVEN: None.

This position is Non-Exempt

JOB RESPONSIBILITIES:

- *1 Protect 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.
- *2 Provide training and support to individuals as dictated by each person's choices and needs.
- *3 Participate in all aspects of the Person-Centered Support Plan (PCSP) process for individuals served. Assist individuals in achieving desired outcomes through the completion of individual Action Plans by target date.
- *4 Ensure that the financial records for persons served are maintained. Participate in financial planning with persons served (or their legal representatives) and the Residential Coordinator with respect to budgeting, bill paying, checkbook balancing, savings accounts, asset limits, and special purchases if required.
- *5 Disseminate information and provide training and situational counseling as needed to develop everyday problem-solving skills.
- *6 Disseminate recreational information and assist persons served in choosing leisure-time options that allow for enriching experiences with special emphasis on integrated settings if possible and available.
- *7 Assess the personal care needs and collaborate with appropriate staff to ensure that health, medications, self-care, appearance, and safety needs of persons served are met in agreement with the agency's policies and procedures. Provide temporary assistance with health needs as dictated by physicians' instructions.
- *8 Provide transportation and operate specialized equipment as needed in a safe and appropriate manner.
- *9 Communicate and document pertinent information with regard to the needs and situations of persons served to personal representatives, agency staff, and other contacts as authorized by supervisor. Ensure that cell phone is on during working hours and that calls are returned promptly. Allow messages to be left outside of normal schedule.
- *10 Attend meetings with Coordinator and SIL staff as required.
- *11 Assist consumers with planning transportation for activities and social outings.
- *12 Assist in providing coverage for absent co-workers.

- *13 Assist the persons served in maintaining house/apartment organization in compliance with KDADS, CARF and landlord licensing requirements and individual needs and abilities with respect to housekeeping, meal planning and purchasing, maintenance reporting, record keeping, and documentation.
- *14 Ensure that persons served are aware of emergency and safety procedures and that maintenance needs are reported to the appropriate entity. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, “at-risk” behavioral events, etc.).
- *15 Guarantee that preparations are complete prior to a person moving and assist in settling-in process.
- *16 Attend required training sessions, agency meetings, and Person-Centered Support Plan conferences as instructed to maintain competency in position.
- *17 Ensure compliance with Cottonwood policies and procedures. Take appropriate action to correct any obviously unsafe or incorrect conditions.
- *18 Maintain files, records, keys, and other work-related equipment in an organized and accessible place.
- *19 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.
- *20 Demonstrate competency in Medication Administration, as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration).
- *21 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. Keep scheduled visits with individuals reliably.
- *22 Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.
- *23 Ensure that services provided enhance the independence, self-sufficiency, and productivity of persons served.
- 24. Complete other duties as assigned.
- 25. Unique requirements of this position (additional requirements may be added if the need arises):

Employee: _____ Date: _____

Residential Coordinator: _____ 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 changes at any time to support and enhance the Agency's successful achievement of its mission.

***Essential Function**

COTTONWOOD, INCORPORATED
PERFORMANCE PLANNING AND EVALUATION

NAME: _____

DATE: _____

DEPARTMENT: Residential

JOB TITLE: Residential Supervisor II

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. Protect 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.

 *2. Provide training and support to individuals as dictated by each person’s choices and needs.

 *3. Participate in all aspects of the Person-Centered Support Plan (PCSP) process for individuals served. Assist individuals in achieving desired outcomes through the completion of individual Action Plans by target date.

 *4. Ensure that the financial records for persons served are maintained. Participate in financial planning with persons served (or their legal representatives) and the Residential Coordinator with respect to budgeting, bill paying, checkbook balancing, savings accounts, asset limits, and special purchases if required.

 *5. Disseminate information and provide training and situational counseling as needed to develop everyday problem-solving skills.

 *6. Disseminate recreational information and assist persons served in choosing leisure-time options that allow for enriching experiences with special emphasis on integrated settings if possible and available.

*7. Assess the personal care needs and collaborate with appropriate staff to ensure that health, medications, self-care, appearance, and safety needs of persons served are met in agreement with the agency's policies and procedures. Provide temporary assistance with health needs as dictated by physicians' instructions.

*8. Provide transportation and operate specialized equipment as needed in a safe and appropriate manner.

*9. Communicate and document pertinent information with regard to the needs and situations of persons served to personal representatives, agency staff, and other contacts as authorized by supervisor. Ensure that cell phone is on during working hours and that calls are returned promptly. Allow messages to be left outside of normal schedule.

*10. Attend meetings with Coordinator and SIL staff as required.

*11. Assist consumers with planning transportation for activities and social outings.

*12. Assist in providing coverage for absent co-workers.

*13. Assist the persons served in maintaining house/apartment organization in compliance with KDADS, CARF and landlord licensing requirements and individual needs and abilities with respect to housekeeping, meal planning and purchasing, maintenance reporting, record keeping, and documentation.

*14. Ensure that persons served are aware of emergency and safety procedures and that maintenance needs are reported to the appropriate entity. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, "at-risk" behavioral events, etc.).

*15. Guarantee that preparations are complete prior to a person moving and assist in settling-in process.

*16. Attend required training sessions, agency meetings, and Person-Centered Support Plan conferences as instructed to maintain competency in position.

*17. Ensure compliance with Cottonwood policies and procedures. Take appropriate action to correct any obviously unsafe or incorrect conditions.

*18. Maintain files, records, keys, and other work-related equipment in an organized and accessible place.

*19. 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.

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

*21. 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. Keep scheduled visits with individuals reliably. 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)

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

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

*24. Complete other duties as assigned.

*25. Unique requirements of this position (additional requirements may be added if the need arises):

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? _____

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? _____

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.