

**COTTONWOOD INCORPORATED**  
**JOB DESCRIPTION**

Revised: 6/14

**Department:** Residential

**JOB TITLE:** Residential Overnight Awake Assistant

**JOB SUMMARY:** Responsible for providing support, assistance and training to persons served and for assisting in household maintenance during night and morning hours in accordance with organizational and regulatory standards. Must remain awake, alert, & responsive to the needs of persons served during all scheduled hours.

**QUALIFICATIONS:** High school diploma/GED required; experience in the field is preferred. Must have a valid 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 Respond positively and professionally to individuals served, co-workers, supervisor, Cottonwood staff, parents, and community representatives. Present a positive, fair, and accurate image of the agency to the public. Support the organizational mission. Demonstrate the *five and fifty rule*—greeting everyone when they are within five feet and smiling when they are within fifty feet.
- \*2 Protect and promote the rights, dignity, opportunity for choice, health, and safety of persons served. Develop *caring relationships* with each individual you work with using *lavish praise* and positive reinforcement.
- \*3 Maintain the cleanliness and appearance of the home as instructed by the Residential Manager and/or Residential Coordinator, in compliance with KDADS, CARF, and Cottonwood standards, and in accordance with individual needs and abilities.
- \*4 Assess individual personal-care needs and collaborate with appropriate staff to ensure that health, medication, self-care, appearance, and safety needs are met per Cottonwood policies and procedures. Provide any necessary assistance (verbal or physical) with toileting, eating, bathing, and personal care.
- \*5 Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, "at-risk" behavioral incidents, etc).
- \*6 Provide transportation and operate specialized equipment as needed in a safe and appropriate manner. Maintain acceptable insurance eligibility.
- \*7 Participate as directed in the Person-Centered Support Planning (PCSP) process for persons served.
- \*8 Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts toward individuals served. Report any suspected incidents according to Cottonwood policies and procedures.
- \*9 Ensure compliance with Cottonwood policies and procedures. Take appropriate action to correct any obviously unsafe conditions.
- \*10 Attend training, agency meetings, and person-centered planning conferences as required to maintain competency in position.

- \*11 Demonstrate on-going competency in medication administration, as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration). Maintain accurate documentation.
- \*12 Adhere to agreed-upon work schedule and report to work punctually. Assure that absences do not adversely affect the timely completion of responsibilities or unduly burden co-workers. Accurately record hours worked on timesheet.
- 13. Complete other duties as requested.
- 14. Unique requirements of this position (additional requirements may be added as the need arises):

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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 changed 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 Overnight Awake Assistant

### 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. Respond positively and professionally to individuals served, co-workers, supervisor, Cottonwood staff, parents, and community representatives. Present a positive, fair, and accurate image of the agency to the public. Support the organizational mission. Demonstrate the *five and fifty rule*—greeting everyone when they are within five feet and smiling when they are within fifty feet.

\*2. Protect and promote the rights, dignity, opportunity for choice, health, and safety of persons served. Develop *caring relationships* with each individual you work with using *lavish praise* and positive reinforcement.

\*3. Maintain the cleanliness and appearance of the home as instructed by the Residential Manager and/or Residential Coordinator, in compliance with KDADS, CARF, and Cottonwood standards, and in accordance with individual needs and abilities.

\*4. Assess individual personal-care needs and collaborate with appropriate staff to ensure that health, medication, self-care, appearance, and safety needs are met per Cottonwood policies and procedures. Provide any necessary assistance (verbal or physical) with toileting, eating, bathing, and personal care.

\*5. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, "at-risk" behavioral incidents, etc).

\*6. Provide transportation and operate specialized equipment as needed in a safe and appropriate manner. Maintain acceptable insurance eligibility.

\*7. Participate as directed in the Person-Centered Support Planning (PCSP) process for persons served.

\*8. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts toward individuals served. Report any suspected incidents according to Cottonwood policies and procedures.

\_\_\_\_\_  
\*9. Ensure compliance with Cottonwood policies and procedures. Take appropriate action to correct any obviously unsafe conditions.

\_\_\_\_\_  
\*10. Attend training, agency meetings, and person-centered planning conferences as required to maintain competency in position.

\_\_\_\_\_  
\*11. Demonstrate on-going competency in medication administration, as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration). Maintain accurate documentation.

\_\_\_\_\_  
\*12. Adhere to agreed-upon work schedule and report to work punctually. Assure that absences do not adversely affect the timely completion of responsibilities or 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)

\_\_\_\_\_  
\*13. Complete other duties as requested.

\_\_\_\_\_  
\*14. Unique requirements of this position (additional requirements may be added as the need arises):  
\_\_\_\_\_

**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 _____

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? \_\_\_\_\_

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

Residential Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Residential 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.

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Signature

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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.