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

Revised: 10/19

**DEPARTMENT:** Work Services **JOB TITLE:** Monitor Supervisor

**JOB SUMMARY:** The Monitor Supervisor assists persons served before and after work and during break and lunch times. The Monitor Supervisor will strive to make the break room a clean and safe environment.

**QUALIFICATIONS:** Must have high school diploma or equivalent. Experience in working with people with developmental disabilities is preferred. Must have ability to lift and carry as much as 40 lbs. and provide physical interaction as trained in managing behavioral issues. A flexible attitude is essential. . Must have a valid driver’s license and a driving record acceptable to Cottonwood's insurance carrier. Must be able to pass all background checks and drug screen.

**SUPERVISION RECEIVED:** Work Services Coordinator

**SUPERVISION GIVEN:** None

**THIS POSITION IS:** Non-Exempt

**JOB RESPONSIBILITIES:**

1. Protect and promote the rights, dignity, health, and safety of persons served.
2. Assure agency that the Cottonwood site enhances the independence and self-sufficiency of the persons served.
3. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive reinforcement.
4. Assure agency that KDADS, and agency policies, procedures, and regulations are in compliance and implemented within areas supervised. Provide group and individualized support to individuals for the daily task at hand. Teach activities of daily living.
5. Establish and assure compliance of safety procedures.
6. Keep the breakroom clean and organized, encouraging a safe and positive atmosphere.
7. Provide documentation as needed on dietary plans, and assist people served in following these plans. Assure that all documentation reports are turned in on time.
8. Model appropriate work, community, and interpersonal behaviors at all times.
9. Attend to the personal needs of individuals served, including help with meals and toileting hygiene as necessary.
10. Attend scheduled meetings, serve on agency committees, monitor break room, and attend in-service training, as required.
11. Work within prescribed schedule as approved by supervisor and complete responsibilities in a timely and efficient manner. Assure that absences do not adversely affect the timely completion of responsibilities or unduly burden coworkers. The following scale will be used to assess attendance for the previous year at the next annual evaluation: 3-Exemplary (0-3days) 2-Good Work (4-7days) 1-Needs Improvement (8 or more days).
12. Assist persons served to safely enter and exit the break room as needed.
13. Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when they are within fifty feet.
14. Take initiative to follow through with assigned responsibilities and do whatever it takes to complete tasks. Be creative in helping solve challenges.
15. Ensure that staff time sheets, incident reports, PAR’s, consumer PCSP objectives, Contact notes, “caught you being nice” nominations and other records are completed, entered, or routed on time.
16. Maintain positive, professional working relationship with consumers, other staff members, parents, and community representatives. Communicate accurately, professionally, and appropriately. Present positive, fair, and accurate image of the organization to the public.
17. Collaborate and problem-solve with other interdepartmental staff in a professional manner. Promote team participation and negotiation.
18. Demonstrate zero tolerance for abusive, neglectful, and/or exploitive acts toward persons served. Report any suspected incidents according to Cottonwood Policies and Procedures.
19. Have the ability to lift and carry as much as 40lbs.and provide physical interaction as trained in managing

behavioral issues.

1. Maintain knowledge of medical issues including medication usage and side effects for persons served.
2. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

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

Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Services Director: \_\_\_ 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARMENT:**  Work Services **JOB TITLE:** Monitor 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.

 **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” & “3” require a comment**

**PERFORMANCE OUTCOMES RATING**

\*1. Protect and promote the rights, dignity, health, and safety of persons served.

 -----------\*2.Assure agency that the Cottonwood site enhances the independence, self-sufficiency, and productivity of the persons served.

 -----------\*3. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive reinforcement.

 -----------\*4. Assure agency that the Cottonwood site maximizes the functioning of the persons served.

 -----------\*5. Assure agency that KDADS, CARF, and agency policies, procedures, and regulations are in compliance

 and implemented within areas supervised.

 -----------\*6.Establish and assure compliance of safety procedures.

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\*7.Enhance the independence of individuals being served.

 -----------\*8. Assure that all documentation reports are turned in on time.

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\*9. Model appropriate work, community, and interpersonal behaviors at all times.

 -----------\*10. Attend to the personal needs of individuals served, including help with meals and toileting hygiene as necessary.

 -----------\*11.Attend scheduled meetings, serve on agency committees, monitor break room, and attend in-service training

 as required.

 -----------\*12. Establish and maintain various records and schedules.

 -----------\*13. Be punctual and keep absenteeism to a minimum.

 -----------\*14. Supervise workers in a safe manner to and from break room when needed.

 -----------\*15.Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when

 they are within fifty feet.

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\*16. Maintain positive, professional working relationship with consumers, co-workers, supervisors, staff members, parents, and community representatives. Present positive, fair, and accurate image of the organization to the public.

 -----------\*17. Collaborate and problem-solve with other interdepartmental staff in a professional manner. Promote

 team participation and negotiation and follow through with assigned responsibilities.

 -----------\*18. Communicate accurately, professionally, and appropriately.

 -----------\*19. Work within prescribed 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.

 -----------\*20. Assure compliance with Cottonwood’s Policies and Procedures.

 -----------\*21. Have the ability to lift and carry as much as 40lbs.and provide physical interaction as trained in managing

Behavioral issues.

 -----------\*22. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

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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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Reviewed Bloodborne Pathogens:\_\_\_\_\_

Reviewed Driver Safety:\_\_\_\_\_

Reviewed Consumer Confidentiality:\_\_\_\_\_

Corporate Compliance Policy Reviewed:\_\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_\_

Convert sick time for pay? \_\_\_\_

 Employees may choose to convert up to 6 days of sick leave for up to 3 days pay, provided this leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR.

Do you need to update any of your “Emergency Contact” information? \_\_\_\_\_

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

Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Services Director: \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised: 10/19

**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.

f 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.