

# COTTONWOOD, INCORPORATED

## JOB DESCRIPTION

Revised: 02/17

**DEPARTMENT:** Residential

**JOB TITLE:** Residential Assistant

**JOB SUMMARY:** Responsible for assisting the Residential Manager in providing quality services in accordance with Individual Service Planning, licensing/accreditation standards, consumer choice, and Cottonwood Policies and Procedures during the weekends.

**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. Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.
2. Purchase groceries from list and menu compiled by Residential Manager and individuals served.
- \*3. Maintain house organization in compliance with licensing, accreditation, and individual needs and abilities with respect to housekeeping, meal planning, shopping, maintenance reporting, record keeping, and documentation. Staff will provide to individuals served the necessary supports to maintain their environment in a safe and healthy manner.
4. Assist persons served in purchasing clothing and personal needs according to individual choice and finances per Residential Manager's instructions.
- \*5 Document all financial transactions accurately and legibly.
- \*6 Participate in all aspects of the Individual Service Plan (ISP) process for persons served. Assist individuals in achieving desired outcomes through completion of individual Action Plans by target dates as delegated by Residential Manager or Coordinator.
- \*7 Support individuals in choosing leisure-time options that allow for enriching experiences by using community resources.
- \*8 Minimize staff "down-time" by engaging individuals in constructive, meaningful activities on a daily basis.
- \*9 Document daily events, counseling, and medical and behavioral concerns for each person in contact notes.
- \*10 Provide transportation and operate specialized equipment as needed in a safe and appropriate manner.
- \*11 Communicate and document pertinent information with regard to individual needs and situations to Residential Manager, personal representatives, Agency-wide staff, and other contacts as authorized.
- \*12 Assess personal care needs and collaborate with appropriate staff to ensure that health and 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.

- \*13 Demonstrate competency in medication administration as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration).
- \*14 Attend training sessions, agency meetings, and Individual Service Plan conferences as required to maintain competency in position.
- \*15 Assure compliance with Cottonwood policies and procedures; take appropriate action to correct any obvious violations and/or unsafe conditions.
- \*16 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.
- \*17 Ensure that the services provided enhance the independence, self-sufficiency, and productivity of the persons served.
- \*18 Protect and promote the rights, dignity, health, and safety of persons served. Develop *caring relationships* with each individual you work with using *lavish praise* and positive reinforcement.
- \*19 Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, “at-risk” behavioral events, etc).
- \*20 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.
- \*21 Assist individuals served in interviewing prospective staff, if instructed by supervisor. Solicit and document feedback for Coordinator.
- 22. Complete other duties as requested.
- 23. 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: \_\_\_\_\_

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

2. Purchase groceries from list and menu compiled by Residential Manager and individuals served.

\*3. Maintain house organization in compliance with licensing, accreditation, and individual needs and abilities with respect to housekeeping, meal planning, shopping, maintenance reporting, record keeping, and documentation. Staff will provide to individuals served the necessary supports to maintain their environment in a safe and healthy manner.

\*4. Assist persons served in purchasing clothing and personal needs according to individual choice and finances per Residential Manager’s instructions.

\*5. Document all financial transactions accurately and legibly.

\*6. Participate in all aspects of the Individual Service Plan (ISP) process for persons served. Assist individuals in achieving desired outcomes through completion of individual Action Plans by target dates as delegated by Residential Manager or Coordinator.

\*7. Support individuals in choosing leisure-time options that allow for enriching experiences by using community resources.

\*8. Minimize staff “down-time” by engaging individuals in constructive, meaningful activities on a daily basis.

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\*9. Document daily events, counseling, and medical and behavioral concerns for each person in contact notes.

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\*10. Provide transportation and operate specialized equipment as needed in a safe and appropriate manner.

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\*11. Communicate and document pertinent information with regard to individual needs and situations to Residential Manager, personal representatives, Agency-wide staff, and other contacts as authorized.

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\*12. Assess personal care needs and collaborate with appropriate staff to ensure that health and 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.

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\*13. Demonstrate competency in medication administration as determined by nursing staff. Carry out all delegated nursing tasks (not limited to medication administration).

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\*14. Attend training sessions, agency meetings, and Individual Service Plan conferences as required to maintain competency in position.

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\*15. Assure compliance with Cottonwood policies and procedures; take appropriate action to correct any obvious violations and/or unsafe conditions.

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\*16. 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.

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\*17. Ensure that the services provided enhance the independence, self-sufficiency, and productivity of the persons served.

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\*18. Protect and promote the rights, dignity, health, and safety of persons served. Develop **caring relationships** with each individual you work with using **lavish praise** and positive reinforcement.

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\*19. Provide emergency/crisis intervention if needed (medical emergencies, evacuation situations, “at-risk” behavioral events, etc).

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\*20. 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)

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\*21. Assist individuals served in interviewing prospective staff, if instructed by supervisor. Solicit and document feedback for Coordinator.

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\*22. Complete other duties as requested.

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\*23. Unique requirements of this position (additional requirements may be added as the need arises):

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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? \_\_\_\_\_

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:\_\_\_\_\_

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









Residential Director:\_\_\_\_\_ Date:\_\_\_\_\_

Administrator of Services:\_\_\_\_\_ 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.