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

**COTTONWOOD CDDO  
JOB DESCRIPTION**

Revised: 9/2020

**DEPARTMENT:** Administration **JOB TITLE:** Human Resources Assistant

**JOB SUMMARY:** Assists HR Director in the organization and implementation of human resources functions.

**QUALIFICATIONS:** High school diploma plus experience in Excel, Access or other HR software, organizational skills, strong interpersonal skills, attention to detail, ability to use discretion with confidential information, good communicator, good customer service perspective and a high degree of professionalism a must. Ability to promote and support new hires in understanding Cottonwood culture during the orientation process. HR systems management experience and web design preferred. Must have a valid driver’s license and driving record acceptable to Cottonwoods’ insurance carrier. Must be able to pass all required background checks and drug screen.

**SUPERVISION RECEIVED:** Human Resources Director

**SUPERVISION GIVEN:** None.

**THIS POSITION IS**: Non-Exempt

**NOTE:** Items bolded are responsibilities for Cottonwood CDDO

**JOB RESPONSIBILITIES:**

1. **Assist HR Director in developing, maintaining, and protecting systems to ensure that all personnel files are current, accurate, and consistent with established best practice and applicable laws. This includes maintenance of data and information for Section 503 initiatives and the ACA.**
2. **Compile information in a database and distribute reports with regard to sick leave, vacation, benefits, anniversary dates, performance evaluation dates, and recruitment or retention awards, etc.**
3. **Copy, distribute, and track applications when requested according to organization systems and to enhance efficient use.**
4. **Compile and complete new hire paperwork and schedule and conduct initial orientation. Follow-up to ensure paperwork is completed in a timely fashion. Submit necessary forms to KDADS Registry and track return.**

**5. Create new forms and maintain HR form file.**

**\*6. Serve as second point of contact in the absence of HR Director not extending beyond level of expertise or duties (responsibilities).**

**7. Assist HR Director in the administration of benefit programs. Maintain Employee Navigator and assist employees with New/Open enrollments.**

1. **Maintain confidentiality at all times with respect to employee information.**
2. **Maintain positive professional working relationships with consumers, co-workers, supervisors, staff members, parents, and community representatives. Present positive, fair, and accurate image of the organization to the public. Observe the *five and fifty rule*—greeting everyone within five feet and smiling when they are within fifty feet.**
3. **Collaborate and problem-solve with other staff in a professional manner. Promote team participation and negotiation and follow through with assigned responsibilities.**
4. **Communicate accurately, professionally, and appropriately.**
5. Develop *caring relationships* with each individual receiving services and use *lavish praise* and positive reinforcement.

**\*13. Work within prescribed schedule and complete responsibilities in a timely and efficient 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)**

**\*14. Attend in-services as required to maintain competency in position.**

**\*15. Assure compliance with Cottonwood’s policies & procedures.**

**\*16. Enter wage changes, payroll deductions, and new hires and consumers into payroll system.**

**\*17. Maintain employee pay portal registration and operation.**

**\*18. Maintain staff directory online.**

**\*19. Perform other duties within the guidelines of this job description as assigned by supervisor.**

**\* 20. Maintain HR Data Base, Applicant Log, and Training Log.**

**\*21. Track Evaluation paperwork.**

**\*22. Track and complete background checks every two years per KDAD’s licensing requirements.**

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

Department 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 Functions

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

**COTTONWOOD CDDO**

**PERFORMANCE PLANNING AND EVALUATION**

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

**DEPARMENT:** Administration **JOB TITLE:** Human Resources 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.

**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. Assist HR Director in developing, maintaining, and protecting systems to ensure that all personnel files are

current, accurate, and consistent with established best practice and applicable laws. This includes maintenance

of data and information for Section 503 initiatives and the ACA.

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\*2. Compile information in a database and distribute reports with regard to sick leave, vacation, benefits, anniversary

dates, performance evaluation dates, and recruitment or retention awards, etc.

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\*3. Copy, distribute, and track applications when requested according to organization systems and to enhance efficient use.

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\*4. Compile and complete new hire paperwork and schedule and conduct initial orientation. Follow-up to ensure

paperwork is completed in a timely fashion. Submit necessary forms to KDADS Registry and track return.

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\*8. .Maintain confidentiality at all times with respect to employee information.

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\*9. Maintain positive professional working relationships with consumers, co-workers, supervisors, staff members,

parents, and community representatives. Present positive, fair, and accurate image of the organization to the public.

Observe the ***five and fifty rule***—greeting everyone within five feet and smiling when they are within fifty feet.

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\*10. Collaborate and problem-solve with other staff in a professional manner. Promote team participation and

negotiation and follow through with assigned responsibilities.

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\*11. Communicate accurately, professionally, and appropriately.

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\*12. Develop ***caring relationships*** with each individual receiving services and use ***lavish praise*** and positive

reinforcement.

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

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\*21. Track Evaluation paperwork.

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\*22. Track and complete background checks every two years per KDAD’s licensing requirements.

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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:**

Have you received any traffic citations in the past year? \_\_\_\_\_\_\_\_\_\_\_If yes, please explain

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

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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:\_\_\_\_\_\_\_

Department Director: Date:\_\_\_\_\_\_\_

Administrator of Services: Date: \_\_\_\_\_

CEO: Date:\_\_\_\_\_\_\_

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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.