**COTTONWOOD, INCORPORATED   
JOB DESCRIPTION**

Revised: 3/2019

**DEPARTMENT:** Retirement Enrichment Services

**JOB TITLE:** Retirement Enrichment Services Coordinator

**JOB SUMMARY:** The Retirement Enrichment Services Coordinator supervises direct support staff. Responsible for provision of program services, events, transportation, and coordinates social events. The coordinator is responsible for ensuring the effective provision of retirement services to help provide an environment where individuals with developmental disabilities enjoy their retirement years while maintaining their skills and abilities.

**QUALIFICATIONS:** A Bachelor’s degree and/or 2 years of work experience in the field of human services. A valid class C driver’s license and driving record acceptable to Cottonwood’s insurance provider. Must be able to pass all required background checks and drug screen. Must have strong leadership skills and demonstrate the ability to work with persons of varying abilities, personalities, and training. Must have strong collaboration, organizational, facilitation and communication skills. This position requires proficient office skills and the ability to facilitate technological solutions. Must be able to endure some physical exertion and be able to lift and carry at least 25 lbs. (example: assisting with transfers, emergency evacuations, etc.). The Coordinator should be able to provide service or intervene in the event of a physical conflict or to assist in personal care.

**SUPERVISION RECEIVED:** Director of Life Enrichment

**SUPERVISION GIVEN:** Retirement Services Supervisors & Supervisor II—Team Leader

**THIS POSITION IS**: Exempt

**JOB RESPONSIBILITIES:**

***Supervision***

1. Responsible for the recruitment, employment, orientation, and supervision of Retirement Services Supervisors consistent with Cottonwood policies and instruction from Director of Life Enrichment Services. Facilitate technological solutions to learning and training.
2. Provide direct supervision of consumers in a variety of settings as situations warrant and as instructed by Director of Life Enrichment Services.
3. Ensure the maintenance of the retirement center’s organization in compliance with licensing, applicable standards, Cottonwood policy, and the consumer’s needs and abilities with respect to housekeeping, program supply purchasing, maintenance reporting, record keeping, and documentation.
4. Model teamwork and problem solving with all staff to promote a positive environment.
5. Effectively work with persons of varying abilities, education, personalities, and training. Model appropriate work, community, and interpersonal behaviors at all times.
6. Coordinate all Retirement Enrichment activities occurring throughout the community, including provision of transportation.
7. Responsible for the planning and execution of the annual Life Enrichment Art Show.
8. Manage and purchase service supplies within the monthly budget determined by Director of Life Enrichment Services.
9. Attend all meetings as instructed by the Director of Life Enrichment Services.

***Person Centered Support***

1. Coordinate services that promote the rights, dignity, and opportunities for independent choice and self-sufficiency of the individuals served, in accordance with licensing, applicable standards, and Cottonwood policies.
2. Participate in the Person Centered Support Plan Process (Support Plan). Assist consumers and staff in identifying and achieving individualized meaningful Goals/Action Plans. Ensure outcome data is documented and provided to case managers.
3. Makes sure that consistent individualized and group, center and off site social activities, are provided for consumers.
4. Ensure that continuous supervision is provided to service participants and the environment is safe, clean, and adequately organized to promote a relaxed and structured retirement experience.

***Communication***

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 and support Cottonwood’s mission.
2. Facilitate intra-agency communication regarding service provision, Cottonwood policy, and general organizational happenings between departmental staff and other Cottonwood personnel by ensuring that information is shared and understood.
3. Adhere to agreed-upon work schedule, report to work punctually, and do not allow absences to adversely affect the timely completion of responsibilities or unduly burden co-workers.

***Health and Safety***

1. Demonstrate a zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.
2. Ensure that all staff demonstrate on-going competency in medication administration as determined by nursing staff; carry out all delegated nursing tasks (not limited to medication administration); and maintain accurate documentation.
3. Oversee staff completion and maintenance of all training and certification as directed by applicable standards, licensing, and Cottonwood policy.

***Attitudinal Requirements***

1. Perform all other projects and duties as assigned by the Director of Life Enrichment Services.
2. Demonstrate the values of Cottonwood, Inc. in your daily work with consumers, co-workers, and the community at large: consumer satisfaction, self-determination, personal growth, teamwork, community partnerships, courtesy, respect, and support.
3. Demonstrate the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when they are within fifty feet.
4. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive reinforcement.

Employee: Date:

Supervisor: Date:

Department Director: Date:

Administrator of Services: Date:

CEO: Date:

**\*Essential Functions**

**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 successful achievement of its mission.**

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

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTMENT**: Life Enrichment **JOB TITLE**: Life Enrichment Services Coordinator

**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 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 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” and “3” requires a comment

**PERFORMANCE OUTCOME RATING**

***Supervision***

\*1. Responsible for the recruitment, employment, orientation, and supervision of Retirement Services Supervisors consistent with Cottonwood policies and instruction from Director of Life Enrichment Services. Facilitate technological solutions to learning and training.

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\*2. Provide direct supervision of consumers in a variety of settings as situations warrant and as instructed by Director of Life Enrichment Services.

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\*3. Ensure the maintenance of the retirement center’s organization in compliance with licensing, applicable standards, Cottonwood policy, and the consumer’s needs and abilities with respect to housekeeping, program supply purchasing, maintenance reporting, record keeping, and documentation.

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\*4. Model teamwork and problem solving with all staff to promote a positive environment.

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\*5. Effectively work with persons of varying abilities, education, personalities, and training. Model appropriate work, community, and interpersonal behaviors at all times.

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\*6. Coordinate all Retirement Enrichment activities occurring throughout the community, including provision of transportation.

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\*7. Responsible for the planning and execution of the annual Life Enrichment Art Show.

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\*8. Manage and purchase service supplies within the monthly budget determined by Director of Life Enrichment Services.

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\*9. Attend all meetings as instructed by the Director of Life Enrichment Services.

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***Person Centered Support***

\*10. Coordinate services that promote the rights, dignity, and opportunities for independent choice and self-sufficiency of the individuals served, in accordance with licensing, applicable standards, and Cottonwood policies.

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\*11. Participate in the Person Centered Support Plan Process (Support Plan). Assist consumers and staff in identifying and achieving individualized meaningful Goals/Action Plans. Ensure outcome data is documented and provided to case managers.

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\*12. Makes sure that consistent individualized and group, center and off site social activities, are provided for consumers.

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\*13. Ensure that continuous supervision is provided to service participants and the environment is safe, clean, and adequately organized to promote a relaxed and structured retirement experience.

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***Communication***

\*14. 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 and support Cottonwood’s mission.

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\*15. Facilitate intra-agency communication regarding service provision, Cottonwood policy, and general organizational happenings between departmental staff and other Cottonwood personnel by ensuring that information is shared and understood.

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\*16. Adhere to agreed-upon work schedule, report to work punctually, and do not allow absences to adversely affect the timely completion of responsibilities or unduly burden co-workers.

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***Health and Safety***

\*17. Demonstrate a zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.

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\*18. Ensure that all staff demonstrate on-going competency in medication administration as determined by nursing staff; carry out all delegated nursing tasks (not limited to medication administration); and maintain accurate documentation.

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\*19. Oversee staff completion and maintenance of all training and certification as directed by applicable standards, licensing, and Cottonwood policy.

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***Attitudinal Requirements***

\*20. Perform all other projects and duties as assigned by the Director of Life Enrichment Services.

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\*21. Demonstrate the values of Cottonwood, Inc. in your daily work with consumers, co-workers, and the community at large: consumer satisfaction, self-determination, personal growth, teamwork, community partnerships, courtesy, respect, and support.

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\*22. 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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\*23. Develop caring relationships with each individual you work with using lavish praise and positive reinforcement.

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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?\_\_\_\_

If yes, please describe:

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

Bloodborne Pathogen Review: \_\_\_

Reviewed Driver Safety:\_\_\_

Personnel Action Request: \_\_\_

Required In-Services Completed: \_\_\_

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

**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.