

PROGRESS INC.
JOB DESCRIPTION and EVALUATION FORM

POSITION:	
EMPLOYEE NAME:	
REPORTS TO:	

DATE:	
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*Employee's personnel file should be viewed PRIOR to evaluation.

- Scoring:
- 1 Does Not Meet Job Requirements**
 - 2 Inconsistent in meeting job requirements
 - 3 Consistently meets job requirements
 - 4 Exceeds job requirements**

**If "1" or "4" is given for any criteria then a brief explanation should be included on page 3.

GENERAL WORK HABITS	1	2	3	4	N/A
Communication:					
Effectively communicates important information to the appropriate person.					
Follows Directions:					
Exhibits good listening skills.					
Follows chain of command when addressing concerns.					
Follows all therapy plans as prescribed for client. (Nutrition, OT, PT)					
Follow's the client's ISP and works consistently with the outcomes.					
Completes all documentation in its entirety (i.e. incident reports, summaries, etc.)					
Attitude:					
Gets along well with co-workers and abstains from gossip.					
Accepts instructions and guidance with a good attitude.					
Represents agency professionally in all settings.					
Organization:					
Paperwork, receipts, and any client documentation are maintained systematically.					
Manages client's funds appropriately and effectively.					
Time sheets are completed accurately and submitted by due date.					
Meets deadlines regularly without excessive prompting.					
Cleanliness:					
Home and contents (i.e. garage, refrigerator, etc.) remain clean at all times.					
Basic home maintenance is performed timely (i.e. HVAC filters). Needed repairs reported promptly.					
Assist client's appearance to remain neat and clean.					
Punctuality:					
Attends staff meetings / trainings as scheduled.					
Picks up and drops off client at their day program as scheduled.					
Ensures client gets to all scheduled appointments as scheduled.					
Disciplinary:					
Does not require excessive number of in-services regarding job performance.					
Has not had excessive or severe disciplinary actions during period being measured.					
Exhibits good driving behavior. Any accidents or moving violations?					
Position Specific:					
<i>ALL Positions:</i> Maintains a valid Drivers License and Vehicle Insurance.					
<i>Overnight Awake Staff:</i> Remains alert on duty. No reports of sleeping.					
<i>Day Program Staff:</i> Effectively supervises ALL recipients while at the drop-in center.					
<i>Job Coach:</i> Accurately maintains client's time worked.					
<i>Job Coach:</i> Maintains good working relationship with employers.					

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WORK SCHEDULE	1	2	3	4	N/A
For Sub Position: I am not available to work the following days _____ and times _____.					
For Sub Position: Must be "on call" within availability provided above.					
For Sub Position: Accepts "Temp" companion assignments when offered.					
Works assigned schedule without absenteeism, call-outs, or switching schedules.					

TRAINING and PERSONNEL REQUIREMENTS	1	2	3	4	N/A
Training is kept current and is no more than 30 days overdue at anytime.					
Vehicle inspections and insurance are submitted no more than 30 days past due.					

INDIVIDUAL SPECIFIC ISSUES	1	2	3	4	N/A
Follows person(s) ISP (outcomes and action steps), BSP and Circle of Support/Planning Team recommendations.					
Follows guidelines of Individual Specific Training.					
Promotes opportunities for choice for all people supported by Progress.					
Demonstrates, through communication and behavior, dignity and respect at all times for those supported.					

DOCUMENTATION (All Direct Support Staff)	1	2	3	4	N/A
Accurately completes and files daily/Staff Communication/CP/SE notes according to agency guidelines; including action steps if required for the individual.					
Completes and submits monthly calendar as specified in client's ISP in a timely manner.					
Accurately records information on Monthly Summary reports for each assigned person.					
Medications are administered and documented according to state policy and Progress' agency specific protocol.					
Incident Reports and Medication Variance forms are completed as required and are submitted according to agency policy.					
All other documentation (medical consultation reports, fluid intake logs, BM records, weight records, nutrition, OT/PT logs, repositioning logs, seizure reports, behavior records, etc.) is completed as required and submitted according to agency policy.					
Company vehicles are maintained and all documentation is completed per agency requirements.					
Staff accurately documents individual's financial transactions and submits appropriate records and receipts within required timeframe.					
Completes attendance records and submits by the first business day of the following month.					
Performs monthly fire drills and completes safety documentation.					
Completes monthly exterior and interior home inspections (Progress-owned homes only).					
Visitation logs are maintained according to agency requirements.					
Food is purchased and prepared according to the dietary and nutritional needs of the people supported.					

ADDITIONAL PARTICIPATION/AFFILIATION		YES	NO
TRAINING	Has staff participated in additional/non-required training(s)?		
SPECIAL PROJECTS / FUNDRAISERS	Did staff actively support/participate agency fundraisers or special projects such as golf tournament, bike race, etc?		
SPECIAL RECOGNITION	Did staff receive any awards or special recognition(s) such as "Vision Keeper", "Unsung Hero", DSPAT award, etc?		

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Direct Support Staff Comments:

Supervisor Comments: Explain any ratings of "1" or "4" given in sections above. Note any significant areas needing to be addressed not otherwise covered.

REVIEW & SIGNATURE

Indicate Review
Type:

_____ Initial Hire - Job Description
_____ Interval: Circle one - 90-Day, Annual, Other _____
_____ As Needed

Employee

_____ Date

Supervisor

_____ Date