

Hamilton County Developmental Disabilities Services
Adult Services
Expectation of Employment

- I will treat everyone with the utmost respect and dignity. I will speak and act in a manner that will be viewed as positive and professional.
- I will value the people we serve, respect their choices and feelings and are willing to set aside personal inconveniences to attend to their needs.
- I realize that outside the immediate health and safety concerns (dangerous situations) of the individuals, the personal care needs (toileting, meal time assistances, mobility assistance, etc) usually take priority over most other duties. (No one is to be left sitting in soiled clothing...)
- I will work cooperatively, harmoniously, and professionally with all staff. If an issue arises, I will talk with the staff person (one on one) in a non confrontational manner and try to come up with a workable solution. If that fails I will ask for assistance from my supervisor.
- I will openly and graciously accept constructive criticism from my supervisors and team members. Any constructive criticism I might have of others will be given in a supportive and non-threatening manner.
- I will smile, greet people, be pleasant and engaging, and display a positive and enthusiastic attitude toward my job and the people I serve.
- I will refrain from gossip or other forms of negative work behaviors including inappropriate sarcasm / humor.
- I will be in my assigned area / performing my assigned duties which includes providing constant support to the individuals to ensure health and safety.
- I will accurately and promptly complete all paperwork requirements of the job.
- I will demonstrate a good work ethic by:
 - Reporting to work on time; demonstrate dependability by good attendance, only using sick time judiciously.
 - I will work 7 straight hours with a minimal amount of time for break and lunch (after the individuals are set up and/or fed) while continuously providing supervision and care of the people I serve.
 - Focusing my time / energy on working with the individuals and keeping them engaged. I will refrain from doing any personal work including using a cell phone.
 - Be proactive/ show initiative by doing things before needing to be asked. All 170+ individuals at the adult center are my responsibility.
 - I will dress in a manner that presents a positive (business like) image of myself and the agency.
 - I will keep appropriate staff informed on important matters.
 - I will actively be engaged with the individuals .

Signed _____ Date _____