

# AXIS PERFORMANCE EXPECTATIONS / JOB DESCRIPTION FOR ALL EMPLOYEES

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Printed: 2/5/2015

Employee's Name \_\_\_\_\_

Position # \_\_\_\_\_

House \_\_\_\_\_

## 1. General Work Performance Expectations

1. Assures and protects individuals' rights.
2. Manages time to complete assigned responsibilities.
3. Maintains physical environment (cleanliness and order).
4. Maintains knowledge of and complies with policies and procedures.
5. Maintains knowledge of and complies with all relevant rules & regulations.
6. Follows through on all aspects of assigned responsibilities without close supervision.
7. Analyzes components of a situation and responds effectively.
8. Maintains up-to-date knowledge necessary to complete assigned responsibilities.
9. Maintains qualifications and employment requirements specific to job.
10. Adapts to organizational/household needs.
11. Completes responsibilities in an organized, thorough, accurate, and timely fashion.
12. Maintains accurate and timely records.
13. Identifies equipment and supply needs according to established procedures.
14. Conserves and creatively uses resources in response to budgetary/supervisory parameters.
15. Takes actions necessary to maintain property and equipment in good working order.
16. Takes actions necessary to maintain a safe environment.
17. Is at required places at assigned times. Is awake, alert and active throughout entire shift.
18. Prepares for and actively participates in meetings and team deliberations.

## 2. Teamwork/Communication Expectations:

1. Advocates and facilitates individuals' choices and personal control.
2. Actively addresses all relevant conflict and problem situations to promote resolution.
3. Exhibits courtesy and tact in communicating with others.
4. Maintains self control and productivity during stressful situations.
5. Actively conveys facts, ideas, concerns, and results verbally according to established procedures.
6. Actively conveys facts, ideas, concerns, and results in writing according to established procedures.
7. Exhibits confidentiality in relating to consumers, families, other employees, and the organization.
8. Communicates effectively/appropriately with co-workers, supervisors, & other departments within the organization.
9. Communicates effectively/appropriately with individuals, families, outside agencies, and contact people.
10. Represents the organization in a positive manner.
11. Functions as a cooperative member of the team in attainment of consumer and organizational goals.
12. Exhibits creativity in working toward attainment of consumer, department, and organizational goals.
13. Maintains positive working relationships within the organization.
14. Maintains positive working relationships with families, outside agencies, and contact people.
15. Is aware & attentive of others' workloads and helps out when necessary.
16. Displays positive attitudes toward organizational policies, procedures, and systems.
17. Follows chain of command.
18. Sets priorities and adapts schedule to meet household and/or organizational needs.

By my signature, I certify that my supervisor has reviewed all areas of this 2-page job description with me, and that I understand that consistent performance of all job expectations and responsibilities is a condition of my continued employment.

Employee's Signature & Date \_\_\_\_\_ / /

Supervisor's Signature & Date \_\_\_\_\_