

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOH07220866</u>	DATE POSTED: <u>04/07/21</u>	
POSITION NO: <u>944929</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Residential Guidance Technician (11 Positions)</u>		
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral &amp; Mental Health Services/Shiprock, New Mexico</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ57A</u>
WORK HOURS: <u>40 hrs/week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>24,513.12</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.74</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Maintains a safe patient environment at the treatment center by providing room inspections; ensures patient's beds and rooms are in order, conducts safety checks for safety hazards and makes corrections as needed; monitors patients to prevent accidents and/or injuries; receives new patient referrals by obtaining identification and background information; monitors patient's condition and reports any signs of distress. Maintains records of observation, progress, activities and other pertinent patient information; maintains daily log of activities; ensures adherence to established program policies and procedures; maintains strict patient confidentiality; records any unusual patient behaviors; monitors and observes patients to ensure that medication is taken as prescribed; maintains records of medication taken by patients; administers first aid when necessary; transports patients to the hospital or scheduled appointments.

Participates in meetings, quality assurance and utilization review activities; ensures that patients follow and participate in scheduled activities; prepares daily activity schedule; provides orientation for potential patients on the types of services available, policies and procedures, and patient's rights; assists counselors in planning and leading recreational activities and other group sessions; contacts and arranges with speakers/presenters to give educational presentations for patients.

Assists staff in conducting meetings and group activities; attends meetings; performs security checks to ensure facilities are secure; reports vandalism or break-ins to appropriate supervisors/authorities; conducts periodic inventory of equipment and supplies; performs general housekeeping as required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years of experience in a residential treatment setting; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the principle, practices and structure of group homes; knowledge of alcohol and substance abuse services; knowledge of therapeutic services and recreational activities available in residential facilities; knowledge of resources, treatment facilities and educational programs available.

Skill in planning events and activities; skill in maintaining discipline in a residential setting; skill in evaluating emotional status of new arrival to facilities; skill in evaluating data and drawing valid conclusions; skill in establishing rapport with residential patients.

Ability to communicate effectively in both the English and Navajo languages; ability to establish and maintain effective relationships with others.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**