THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07211815**	DATE POSTED:	**04/11/16**
POSITION NO:	**946433**	CLOSING DATE:	**04/22/16**
POSITION TITLE:	**Residential Guidance Technician**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Shiprock, NM**		

WORK DAYS:	Saturday-Sunday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB57A
WORK HOURS:	40	PART TIME:	☐	NO. OF HRS./WK.:	$ 22,131.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.64	PER HOUR
		TEMPORARY:	☐			

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 or GED; and two (2) years experience in a residential treatment setting.

Preferred Qualifications:

- College coursework in Behavioral Health, Human Services, Counseling or closely related field.

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.

<<A favorable background investigation is required>>

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