THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0892112** Date Posted: **07/06/10**
POSITION NO: 242143 Closing Date: **07/19/10**
CLASS CODE: 3776
POSITION TITLE: **Youth Home Parent**
DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region/Sunrise Home for Youth
DEPARTMENT NO: 89 WORKSITE LOCATION: Crownpoint, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A
Days: Saturday - Sunday Permanent: ☑ SALARY:
Hours: Shift Schedule Temporary: ☐ Duration: $ 20,134.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:
Supervises residents (youth) on a daily basis from waking them up in the morning to preparing them for bed in the evening; plans and supervises the activities of the residents; ensures that daily structured schedule is followed and enforrces policies and regulations; conducts the intake process for new referrals; assists residents with personal hygiene or daily living skills; monitors and supervises youths in daily chores such as cooking, cleaning and housekeeping; documents and maintains progress reports on youths; ensures a safe, sanitary, and health environment for residents.
Promotes responsibility and independence of youths; implements behavior management, as needed; provides crisis intervention and conflict resolution to resolve matters among youths; may provide basis counseling; transports youths on recreational excursions, to school, medical appointments and home visits; schedules appointments for youths; assures that youths are provided medical care and administer medication as prescribed.
Facilitates structured sessions with youths; provides home management skills, and tutoring; prepared required reports; attends workshops, trainings,conferences and meetings; serves as a role model/mentor to assigned youths; develops weekly meal menu; responsible for grocery shopping; and may prepare meals for youths; perform housekeeping duties, and as other duties as assigned.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED;
(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)

Experience:
two (2) years of responsible experience in a group home setting or residential setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties .

Special Knowledge, Skills and Abilities:
Knowledge of the principles and practices of behavioral management application of consequences and rewards; occupational safety and health rules and regulations; and personal hygiene and care. Skill in administering behavior management; assessing the emotional state of youth and determine what needs they may have; in evaluating data, analyzing, and drawing valid conclusions; serve as a mentor; and ability to communicate effectively orally and in writing. Ability to provide instructions for recreational and/or planned activities.

Skill in communicating and providing reports and other documents for internal and external dissemination. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others.

License/Certification Requirements:
Must possess a Valid State Driver's License. Within (90) days obtain a Valid Navajo Nation Vehicle Operator's Permit, Valid Food Handler Permit; First Aide/CPR Certifications and Physical Exam.
VETERANS PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***