THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0728927**	DATE POSTED:	**07/14/14**
POSITION NO:	**243132**	CLOSING DATE:	**07/25/14**
POSITION TITLE:	**Residential Guidance Technician**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Gallup Detoxification Center/Gallup, NM**		

WORK DAYS:	Saturday-Sunday	REGULAR FULL TIME:	☐		GRADE/STEP:	Y57A
WORK HOURS:	40	PART TIME:	☐	NO. OF HRS./WK.:	$ 21,486.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.33	PER HOUR
		TEMPORARY:	☑	NTE: 7/31/2014 (Extensions possible)		

DUTIES AND RESPONSIBILITIES:

Maintain a safe & secure therapeutic environment for intoxicated clients at a detoxification center. Conducts constant safety checks for safety hazards & makes corrections as needed. Constantly monitors clients for high risk behaviors to prevent accidents &/or injuries. Assists nurses by observing for medical signs & symptoms of any medical risks & reports immediately to the nurses for each client in the detoxification center. Monitor client for potential aggressive & violent behaviors to maintain a safe & secure environment. Conducts intake for intoxicated individuals entering detoxification services by assessing alcohol breath content, body & property checks, checking in property, & confiscating weapons & other contraband items. Secure therapeutic environment when intoxicated clients become violent by following appropriate detoxification policies & procedures.

Maintains records of observation, progress, activities and other pertinent client information in a detoxification center; maintains daily log of activities; ensures adherence to established program policies and procedures; maintains strict client confidentiality; records any unusual client behaviors; assists nurses in monitoring and observing clients to ensure that medication is taken as prescribed; assists nurses to maintain records of medication taken by clients; administers first aid & CPR when necessary; transports clients to the hospital for necessary medical services.

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

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 detoxification centers; knowledge of alcohol, substance abuse and dependency services; knowledge of BAC levels and sign and symptoms of medical risks; knowledge of therapeutic services provided at inpatient facilities and 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 and ability to establish and maintain effective relationship with others.

<<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.