

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0727165
POSITION NO: 948457
CLASS CODE: 3774

Date Posted: 11/05/12
Closing Date: 11/19/12

POSITION TITLE: RESIDENTIAL GUIDANCE TECHNICIAN

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: 7 days a week Permanent: SALARY:

Hours: 40 hrs. Temporary: Duration: _____ \$ 20,862.40 Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Maintains a safe patient environment at the treatment center by providing room inspections; ensures patients' beds and rooms are in order, conducts safety checks for safety hazards and makes corrections as needed; monitors patients with special needs 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 and/or the local store.

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 counselors and other staff in conducting meetings and group activities; attends meetings; performs security checks to ensure all doors, windows and storage facilities are locked; reports vandalism or break-ins to appropriate law enforcement authorities; conducts periodic inventory of equipment and supplies; performs general housekeeping as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

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

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, licensure, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of the principle, practices, and structure of group homes; knowledge of alcoholism, substance abuse and/or dependency programs and services; knowledge of recreational activities available in inpatient facilities; knowledge of therapeutic services provided at inpatient 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 relationship with others.

License/Certification Requirements:

Must possess a valid state driver's license; Must pass a criminal background check. Must obtain within 90 days of employment: a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate, and First Responder Certificate.

****Must Pass a Fingerprint Clearance and Background Check****

Veteran's Preference Applies.

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