

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

REQUISITION NO: DOH0728360

DATE POSTED: 12/16/13

POSITION NO: 242790

CLOSING DATE: 12/30/13

POSITION TITLE: Residential Guidance Technician

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Gallup Detoxification Services

WORK DAYS: Sun. - Sat. REGULAR FULL TIME:  GRADE/STEP: Y57A

WORK HOURS: 80 hrs. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 10.33 PER ANNUM

SEASONAL:  \$ 21,486.40 PER HOUR

TEMPORARY:  NTE: 03/31/2014 (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 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, Experience and Training:**

A high school diploma or GED; and 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. **(Prefer 2 years of work experience in a detoxification treatment setting)**

***(In order 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 alcoholism, substance abuse and/or dependency programs and services; knowledge of BAC levels & sign & 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 and 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.

**Special 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.

Ability to speak and communicate effectively in the Navajo and English languages.

**Position requires a background check and suitability assessment prior to employment.**

**VETERANS PREFERENCE APPLIES**

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