

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

REQUISITION NO: DOH0722694  
POSITION NO: 947048  
CLASS CODE: 3774

Date Posted: 12/06/10  
Closing Date: 12/17/10

POSITION TITLE: Residential Guidance Technician  
DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: Monday - Friday

Hours: 80 hrs.

Permanent:

Temporary:

Part-Time:

Duration: \_\_\_\_\_ \$ 20,134.40 Per Annum

No. of Hrs/Wk: 40 \$ 9.68 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 transcript, degree, certificates, diploma, 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 other.

**License/Certification Requirements:**

Must possess a valid state driver's license; 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\*\***

**VETERANS' PREFERENCE APPLIES**

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