

RESIDENTIAL GUIDANCE TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in providing individual and group care guidance to patients in an alcohol, substance abuse and/or dependency residential treatment setting, assists with counseling and other group activities; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves strong attention to details in maintaining an acceptable residential treatment environment.

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MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) year of experience in a residential treatment setting; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

PREFERRED QUALIFICATIONS:

- College coursework in Behavioral Health, Human Services, Counseling or closely related field.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate and First Responder Certificate within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.