

RESIDENTIAL SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in supervising and providing guidance and assistance in planning residential activities and services; 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 incumbent of this class.

TASKS:

Supervises staff which includes recommendations for hire, performance evaluations and training; assigns and monitors work, work schedules and problem resolution; identifies and develops residential life programs to respond to human awareness issues; serves as liaison with other departments in the resolution of day-to-day administrative and operational issues; develops record keeping procedures and manages records in accordance with applicable regulations, policies and procedures; develops and implements program goals and objectives; recommends, implements and administers policies and procedures to enhance operations.

Prepares and monitors program budget; orders and ensures adequate supplies and equipment are available; monitors case management activities; attends case staffing; reviews resident's records for re-certification; assists residence with personal hygiene; monitors resident's activities and records any unusual behavior; ensures medication is taken as prescribed; keeps track of all population medication; transports residents to hospital or scheduled appointments when necessary; ensures adherence to safety regulations; prepares required reports; may assist with meal preparation and cleaning; attends meetings, training and educational presentations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of community health and social agencies and programs.
Knowledge of recreational activities available in residential facilities.
Knowledge of resources, treatment facilities and educational programs available.
Skill in coordinating the work of others.
Skill in preparing detailed reports.
Skill in maintaining discipline in a residential setting.
Skill in establishing rapport with residential population.
Ability to communicate effectively in both the English and Navajo languages.
Ability to establish and maintain effective working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years of experience supervising and providing guidance in a residential setting.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Behavioral Science or closely related field

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 3775
Community Education and Counseling Series
Residential Services Group
Overtime Code: Non-Exempt
Pay Grade: 60

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Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days from 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.