

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0729252

Date Posted: 03/30/09

POSITION NO: 943880

Closing Date: OUF

CLASS CODE: 3774

POSITION TITLE: RESIDENTIAL GUIDANCE TECHNICIAN

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Page, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: Monday - Friday Permanent: SALARY:

Hours: 80 hrs. Temporary: Duration: \$ 20,134.40 Per Annum

Part-Time: 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, certificate, diploma, etc.)*

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.

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.

VETERANS' PREFERENCE APPLIES

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