

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Residential Advisor*
Schedule Terms: 10 months
Salary Classification: Classified – FLSA Non-Exempt

LIVING AND WORKING CONDITIONS: Indian Preference Policy. Preferences in filling vacancies are given to qualified Indian candidates of Native American descent in accordance with regulation under P. L. 100-297. Verification Form BIA-4432 must be submitted with application if claiming Indian Preference eligible. This position must comply with all required regulations established by the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Monitors students. Performs student care related duties in a residential environment which assures the functioning of a well balanced home living program. Demonstrates a caring and understanding relationship with students and parents. To have a positive working relationship with staff. To assist with the smooth and efficient operation of the residential program.

PRINCIPAL DUTIES:

- Responsible for monitoring students at all times;
- Assists in providing practical, day-to-day guidance to students on an individual and group basis;
- Counsels students with personal problems of a minor nature; recommends to Home Living Supervisor or Counselor if more in-depth counseling is needed;
- Responsible for developing ways to relate to students the contents of academic programs and everyday living in the residential situation; modifies residential activities to meet the needs and interests of students;
- Ensures good safety practices and that proper rules and regulations are followed in recreational activities;
- Assists in maintaining student participation records and progress reports;
- Supervises students in maintaining the residential halls in a clean, orderly, and safe condition;
- Instructs students in sewing, mending, washing clothes, proper behavior, safety practices and first aid;
- May be required to assist with general school activities;
- May be required to assist with Life Skills Program;
- May be required to process students with the Winslow Police Department who get involved with illegal incidents;
- Performs miscellaneous housekeeping duties and other related tasks as assigned;
- Assist in monitoring students during fire drills and any other drills required;
- Utilize Seven pillars of character;
- Assist in mandatory study hall;
- Promote Navajo and other native cultures;
- Assist the Recreation Coordinator with activity implementations;

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

- 32 Post-Secondary Semester Credits Hours in an applicable academic discipline, preferably in Education, Behavioral Science, Child Development/Child Care and Cultural Studies;
- Minimum 2 years work related experience with students in residential living area;
- Knowledge of Navajo and other American Indian cultures;
- Knowledge of public school and residential programs and operations preferred;

- Ability to perform good housekeeping practices;
- Ability to relate effectively with students and their problems in a tactful, courteous and patient manner;
- Must have knowledge of the COOP, SOP, HazCom and the Emergency Response Guide;
- Good verbal and written communication skills;
- Ability to relate effectively with staff;
- Ability to obtain first-aid and CPR certification;
- Valid Arizona drivers license required, 4 years clean driving record;
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical.

COMMITMENT AND DEPENDABILITY: Willingness to be an integral member of a successful team; dedication to provide the highest level of service to the students of the Winslow Residential Hall.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must reduce to writing and plan as much as six (6) months in advance.

PUBLIC CONTACT: Interacts primarily with students and if required WHS and IHS staff.

RESPONSIBILITY: Must use initiative and good judgment in performing job and accessing confidential student records.

EVALUATION PROCEDURE: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Home Living Supervisor.

SUPERVISION GIVEN: None.