

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**Title:** Residential Advisor  
**Schedule Terms:** 10 months  
**Salary Classification:** Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the supervision of the Homeliving Manager monitors students, performs student care-related duties, and provides effective and meaningful instruction to students to assist them in becoming successful, which assures the functioning of a well-balanced Homeliving Program. Demonstrates a caring and understanding relationship with students, parents, and staff.

### QUALIFICATIONS: EDUCATION, TRAINING & EXPERIENCE:

- A. **32 post-secondary semester credit hours** in an applicable academic discipline, including fields related to working with children, such as child development, education, behavioral sciences, and cultural studies.
- B. Minimum 6 months of work-related experience with students in school and residential settings, academic advising, and/or tutoring.
- C. Completion of above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job.
- D. Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job.
- E. Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job.
- F. Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading, or incomplete information, as determined by WRHI.
- G. Must be knowledgeable of the secondary core curriculum (i.e. Math, English, Science, etc.).
- H. Computer knowledge of different software applications, including Microsoft Office, Internet, NASIS, ADP, Edgenuity, Powerschool, virtual learning platforms, etc.
- I. Knowledge of Navajo and other American Indian Cultures.
- J. Valid government-issued driver's license required.

### DUTIES AND RESPONSIBILITIES:

- A. Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- B. Maintain good and timely attendance; maybe required to work overtime and weekends.
- C. Required to enter in daily log student behaviors, safety, welfare, daily operations, etc.
- D. Responsible for monitoring student behavior, safety, and welfare on a twenty-four (24) hour a day, seven (7) days a week. Will be accountable for student. Recruit & enroll students. Oversee student daily operations including educational requirements are met. Identify students' needs and submit for referrals to HLM. Ensures safety measures are adhered to. Provide guidance to students on an individual and group basis; Completes student transports, medication administration, monitoring, etc. Conduct weekly wing meetings. Instruct students in proper health care, career awareness, and continuing education. Follow student disciplinary procedures accordance to Student Handbook. Assist during annual student orientation, meetings, events, and activities (field trips). Must be available to chaperone. Organize and clean after events (maintain recreational equipment and supplies). Will be assisting with tutoring and afterschool activities. Assist in maintaining student participation records and progress reports; Will adhere to check in/out procedures.

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- E. Correspond with parents/guardians with emergencies.
- F. Knowledgeable of First Responder procedures including administering basic 1st Aid and CPR, suicide/ crisis intervention/prevention, SCAN reporting, etc.
- G. Required to attend professional development training and meetings.
- H. Required to cross train other staff on residential daily operations and procedures.
- I. Required to maintain cleanliness of residential.
- J. Must maintain confidentiality regarding students & staff by protecting right to privacy as outlined in Health Insurance Portability and Accountability Act (HIPPA) & Family Educational Rights and Privacy Act (FERPA).
- K. Assist Facility Staff with fire drills, bus evacuation drills, dormitory lockdowns, monthly drills, etc. Daily inspection and cleanliness of WRHI vehicles. Submission of work orders, if maintenance is required.
- L. Complies with the U.S. General Service Administration travel mileage rates, meal allowance and lodging reimbursement rates set forth by the U.S. Federal Government, for purposes of calculating accurate travel expenses.
- M. Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- N. Knowledge of Tribally Controlled School procedures, peripheral residential operations and federal reporting requirements.
- O. Comply with 25 CFR Part 36 Subpart G – Homeliving Programs and National Criteria for Dormitory Situation
- P. Comply with P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Q. Comply with P.L. 101-647, **Crime Control Act of 1990**.
- R. Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

**PHYSICAL REQUIREMENTS:** Must submit to a physical examination from a licensed physician for each contract year. Be able to reach, bend, stoop, and frequently lift up to 25 pounds.

**DRIVING PRIVELDGES:** Yes

**EVALUATION PROCEDURE:** By provisions specified in personnel policy and procedure.

**SUPERVISION RECEIVED:** Homeliving Manager.

**SUPERVISION GIVEN:** Students.

**CERTIFICATION**

I have read and understand the foregoing position description. I had an opportunity to ask questions about any statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities outlined in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and termination.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Residential Advisor

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Homeliving Manager

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Homeliving Supervisor