

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: Academic 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:

- **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;**
- Completion of and 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;
- 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;
- 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;
- 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;
- Minimum 6 months work related experience with students in school and residential setting, academic advising, and/or tutoring;
- Knowledge of Native American cultures;
- Must have excellent verbal and written communications skills;
- Ability to perform good housekeeping practices;
- Ability to relate effectively with students and their problems in a tactful, courteous and patient manner;
- Ability to relate effectively with staff;
- Must be knowledgeable of secondary core curriculum (i.e. Math, English, Science, etc.);
- Above average knowledge of computers with the ability to assist with virtual learning platforms and academic support services;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with the Native language and culture, customs and traditions;
- Valid state issued driver's license.
- Must be fully vaccinated and provide Covid Vaccination Verification.

DUTIES AND RESPONSIBILITIES:

- 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;
- Maintain good and timely attendance;
- Maybe required to work different shifts (day, evening, and night).
- Maybe required to work overtime and /or weekends.
- Student medication administration
- Take ultimate responsibility and exercise accountability for all aspects of the 25 CFR Requirements.

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- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Responsible for monitoring students at all times;
- Assist in providing practical, day-to-day guidance to students on an individual and group basis;
- Counsel students with personal problems of a minor nature; recommend to Homeliving Manager 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; modify residential activities to meet the needs and interests of students;
- Ensure good safety practices and that proper rules and regulations are followed in all activities;
- Assist in maintaining student participation records and progress reports;
- Supervise and assist students in maintaining the residential halls in a clean, orderly, and safe condition;
- Will be required to assist with general school activities and tutoring support;
- Assist in monitoring students during fire drills and any other drills required;
- Assist in mandatory study hall and power hour;
- Transporting of students.
- Will be required to attend professional development training and meetings.
- Coordinate and Promote Native American Cultures and activities;
- Daily data entry.
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- 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 20 pounds.

EVALUATION PROCEDURE: In accordance with 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 with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth 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/or termination.

REVIEWED BY: _____
Academic Residential Advisor

DATE: _____

REVIEWED BY: _____
Homeliving Manager

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____