

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Homeliving Manager*
Schedule Terms: **10 Months**
Salary Classification: **Exempt**

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

GENERAL STATEMENT OF RESPONSIBILITIES: Plans, organizes, and implements a coordinated student residential program. Supports paraprofessional personnel in the development of personal, social and physiological skills. Homeliving Manager will apply appropriate guidelines, rules, and regulations to determine the needs of the residential hall operations. Homeliving Manager will exercise leadership, team building techniques, decision making, conflict management and fair treatment of employees. Demonstrates a caring and understanding relationship with parents and students. Fosters a positive working relationship with residential and public school staff, Winslow Indian Health Care Center and the City of Winslow. Serves students as a member of the educational team. Ensures the smooth and efficient operation of the residential program.

PRINCIPAL DUTIES:

- 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;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Supervise and evaluate the performance and conduct of subordinate employees;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Directly supervise residential staff and students;
- Responsible for the behavior, safety, and welfare of students in the residential halls on a twenty-four hour a day, six days a week basis;
- Instruct students in healthcare, career awareness and a variety of other guidance and homeliving related areas;
- Provide guidance to committees that assist in student counseling, prevention, and intervention process, as needed;
- Direct the training and activities of residential staff in the areas of residential operations, basic student guidance techniques, homeliving, recreation, and other relevant areas as needed;
- Review operational documents related to homeliving activities and residential facilities; assist with student count documentation;
- Ensure completeness, accuracy, and compliance with policies and regulations;
- Supervise and direct the activities of residential staff, coordinate residential and recreation activities;
- Direct and coordinate with Life Skills Program;

- Review and submit timesheets;
- Maintain and provide all major reports;
- Prepare and monitor expenditure budget for residential department;
- Assist other staff in guiding students toward continuing education and career awareness;
- Participate in committee meetings and in-service trainings as required;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- Associates Degree required, Bachelor's Degree in education preferred;
- Minimum 3 years supervisory work related experience with students in a residential program;
- Knowledge of public school residential program operations, grant school and BIE preferred;
- Must have high level organizational and planning skills;
- Ability to work well with staff, students, parents and public;
- Ability to effectively conduct research to compile reports as needed;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Must be highly motivated with excellent verbal and written communications skills;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Be able to work in a sitting position for long periods of time (up to 8 hours).

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine work with limited supervision provided by administration.

PUBLIC CONTACT: Interacts primarily with staff, students and parents.

RESPONSIBILITY: Must use own initiative and judgment in performing job with a high degree of confidentiality; Responsible for a group of employees.

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

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: Residential Advisors, Recreation Coordinator, and 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 WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____ **DATE:** _____
Homeliving Manager

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor