

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Residential Advisor*
Schedule Terms: **10 months**
Salary Classification: **Non-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: Monitors students and performs student care related duties in a residential environment, which assures the functioning of a well-balanced homeliving program. Demonstrates a caring and understanding relationship with students and parents, and a positive working relationship with staff. Assists with 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;
- 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;
- 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 recreational 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;
- Instruct students in general life skills;
- May be required to assist with general school activities;
- 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;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide.
- Assist the Recreation Coordinator with activity implementations;
- 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:

- **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;**
- Minimum 2 years work related experience with students in residential living area;
- Knowledge of native 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;
- Ability to relate effectively with staff;
- 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 reach, bend, stoop and frequently lift up to 50 pounds.

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: 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 WIHCC 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: Yes.

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 WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____ **DATE:** _____
Residential Advisor

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

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