

FLAGSTAFF BORDERTOWN DORMITORY

POSITION DESCRIPTION

TITLE: Residential Advisor

EMPLOYMENT: 10 Months FLSA Non-Exempt

SALARY: In accordance with governing board policies

GENERAL STATEMENT of RESPONSIBILITIES:

The homeliving residential advisor works under the general supervision of the Residential Manager in an assigned dormitory. The residential advisor performs child care related duties in a dormitory environment which assures the functioning of a well-balanced Residential Program for students. The residential advisor is responsible for planning and organizing various student-centered activities, events and programs. Duties may also include providing assistance over the phone and in person at the front desk.

QUALIFICATIONS:

- Must have at least 32 post-secondary semester hours (48 quarter hours) in an applicable academic discipline, including fields related to working with children, such as child development, education, behavioral sciences and cultural studies.
- Must meet the academic credit hours according to 25 CFR Part 36.
- Must have good customer service skills and have the desire to mentor and guide students with support, basic stress management techniques and peer advising on stress related issues and concerns.
- Must be able to lift at least 25 lbs.
- Current certification in First Aid and CPR
- Valid Arizona driver's license.
- Current Arizona and Navajo Nation motor vehicle driving record on file.
- Must pass criminal background checks by state, federal and Navajo Nation
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Must be knowledgeable and familiar with the Navajo language, culture and people.

DUTIES AND RESPONSIBILITIES:

- May oversee daily residential operation and extracurricular programming to include study hall monitoring.
- Provides lesson plan of health education and course and related topics.
- Performs student supervision and accountability, housekeeping, study hall, practical counseling, residential presentations, assisting with homework and other common residential duties.
- Monitors dormitory and facility to ensure compliance with safety regulations.
- Reports deficiencies, complete and submit work order(s) to the facility department.
- Provides coordinating crisis intervention and prevention services.

- Reduce the incidence of problems.
- Ensures confidentiality of student records and will protect the right to privacy as outlined in HIPAA and FERPA
- Performs child care related duties in a dormitory setting that assures the functioning of a well-balanced environment for high school age students.
- Work schedule include working nights and weekends.
- May supervise other staff as directed by immediate supervisor.
- In cooperation with the Residential Manager, provides practical guidance to students on an individual or group basis covering such topics as homesickness, discipline, personal health and hygiene, courtesy, groups living, care of clothing and personal possessions.
- Counsels students with personal problems of a minor nature.
- Recognizes the need for thorough counseling and refers students to Behavioral Health Counselor for guidance for personal challenges
- Communicate with parents on student emergencies, serious misbehavior and related actions.
- Provide guidance and direction in the students' daily activities.
- May plan, organize, and supervise recreational activities for students as assigned.
- Administers prescribed medications to students as directed by physician.
- Supervise student's assigned duties in keeping the dormitory in a clean, orderly, and safe conditions including completing work orders.
- Administer first aid to students of a minor nature; major injuries – transport to ER.
- Observe and report any symptoms of serious student illness.
- Monitor dormitory and other student use areas for proper behavior, safety, and welfare of the students.
- Supervise students during fire drills, lock-down procedures, armed intruder drills, and evacuation. Submit fire drill reports to Facility Manager.
- Provide leadership responsibilities such as assigning leaders, directing students in games/activities and tutoring students.
- Perform miscellaneous janitorial/ housekeeping duties necessary to meet dormitory sanitary standards outlined in CFR § 36.95 Sanitary Standards.
- Prepare training forms, travel forms, and purchase requisitions as directed by the Residential Manager.
- Must meet the staffing requirements as outlined in CFR 36.77 a & b.
- Must attend all staff training requirements outlined in CFR 36.86 a, b, & c.
- Participates in committee meetings and other in-service training as directed.
- Performs other duties as assigned.

SUPERVISION RECEIVED: Residential Manager

SUPERVISION GIVEN: None

WORKING HOURS: In accordance with governing board policies.

EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board’s functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payments of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Residential Manager

APPROVED BY: _____ DATE: _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.