



## HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

**JOB TITLE:** Lead Resident Advocate  
**DEPARTMENT:** HHEW/ Alternative to Incarceration Program  
**CLASS:** Full Time/Covered/Exempt  
**SALARY:** \$15-19/hr. depending on experience  
**OPENING DATE:** November 18, 2015  
**CLOSING DATE:** December 01, 2015

### **JOB SUMMARY:**

Lead Resident Advocate (RA) will be involved in the admissions and programming of the facility with the Program Manager and other MEW administrative staff. The Lead RA will supervise all RA's, full and part-time, and schedule all shifts to provide for 24/7 coverage. Will oversee the monitoring of the clients in the facility, and ensure they are in a safe, healthy environment. Will make sure routine checks are made to account for the clients, and that all activity is documented. Will ensure the rules established for the facility are enforced by the Resident Advocates under their supervision. Provides for the transport of clients to appointments and other activities. Will oversee the scheduling of the client's daily and evening activities.

### **ESSENTIAL FUNCTIONS:**

- Ensures staff are providing for the safety and support of the clients at the facility.
- Responsible for staff scheduling and discipline, including performance evaluations.
- Oversees the supporting of clients in healthy meal preparation and lifestyle choices.
- Will ensure all incidents are documented in client file(s) at the facility.
- Ensures that shift reports are written and that new shift is briefed before coming on duty.
- Will assure clients are assigned chores and that staff participates in this process throughout the day with the clients.
- Responsible for the daily scheduling of client activities.
- Supports the clients and families will explain and post the facility rules and the consequences.
- Provides for the escort or transport of clients to scheduled appointments as needed.
- Other duties as assigned.

### **MINIMUM QUALIFICATION**

- Must possess a High School Diploma, GED or currently enrolled in GED (working toward attainment of GED within 6 months of the hire date)
- Experience with addictions and recover)' processes.
- Supervisory and scheduling experience a plus.
- Experience and or education in working with the public.
- Previous experience working with an Indian Community.

- Excellent communication skills, both verbal and writing.
- A genuine desire to work with individuals, youth and families in transition.
- Must pass local, state, and national background check.
- Must maintain or obtain a driver's license within 3 months of the hire date.
- Must submit to and pass a pre-employment and random drug/alcohol screening.
- Must be at least 21 years of age

**HOW TO APPLY;**

**Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE;**

**All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

**THE HUALAPA1 TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**