



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Resident Advocate
DEPARTMENT: HHEW/ Alternative to Incarceration Program
CLASS: Part-Time/30hrs. Or Less
SALARY: \$12-15/hr. depending on experience
OPENING DATE: July 28, 2016
CLOSING DATE: Open Until Filled

JOB SUMMARY:

Resident Advocate (RA) will be responsible for the supervision and monitoring of the clients, 24/7/365 days in the Alternative to Incarceration Program. They will be responsible for making it a safe and healthy environment for all residents. RA's will be on an 8/10 hour work shifts and will make routine checks to account for the clients, documenting all activity. Will enforce the rules established for the facility. Transport clients to appointments and other activities. Will oversee client's daily and evening activities.

ESSENTIAL FUNCTIONS:

- To ensure the safety of the clients at the facility at all times.
- To support the clients during breakfast, lunch, and dinner at the facility.
- To teach and support clients in healthy meal preparation and lifestyle.
- Will document all incidents in clients' file(s) at the facility.
- Will write shift reports and brief the staff coming on for duty at the facility.
- Will assign clients chores and will participate in this process with the clients.
- Will ensure clients follow schedule of daily activities.
- Support the clients and families, and will explain the facility rules and the consequences.
- Escort or transport 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 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, and families in transition.
- Must pass local, state, and national background check.
- Knowledge of addictions and recovery processes.
- 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 HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM Auxiliary aids and services available upon request to individuals with disabilities