



College and Career Preparatory Program

Richfield Residential Hall

***765 West 1st Avenue
Richfield, UT 84701
www.richfielddorm.org***

POSITION DESCRIPTION *HOMELIVING ASSISTANT*

EMPLOYMENT STATUS

The Homeliving Assistant is a *Seasonal Full Time* (9 month) position. The Homeliving Assistant is employed during the school year and is furloughed during the summer months. This generally entails initiating employment one week prior to the commencement of the academic school year and concluding employment one week following graduation.

POSITION CLASSIFICATION / WAGE ASSIGNMENT

The Homeliving Assistant is classified as a *Level I* position. Per Richfield Residential Hall Governing Board policy, pay rate to be set on current BIE Pay Scale for Education (Rest of US Locality Rate) at this level with step commensurate with education, experience and qualifications as determined in adjudication process.

GENERAL STATEMENT OF RESPONSIBILITIES

The Homeliving Assistant works under the general supervision of the Dormitory Manager in an assigned dormitory. The Homeliving Assistant performs student care related duties in a dormitory environment which assures the functioning of a well-balanced Homeliving Program for students. The Homeliving Assistant is primarily responsible for student accountability and safety. The Homeliving Assistant is also responsible for the planning and organization of various student centered activities, events and programs. Duties may also include providing assistance over the phone and in person as well as assisting other departments.

DUTIES AND RESPONSIBILITIES

- Provide for the emotional, social, physical and educational needs of the students.
- Ensure that the basic needs of food, shelter, clothing and safety are met for each student.
- Monitor students' behavior. Provide appropriate interventions including referrals to other programs.
- Demonstrate a consistently professional relationship with students and other staff.
- Provide guidance to students on everyday living skills. Communicate with genuine respect, concern, empathy, and positive regard to the child.
- Report symptoms of illness, injury, physical abuse, chemical abuse and other health and safety issues to Dorm Manager. Knowledgeable of first responder procedures to include first aid, CPR, suicide prevention, etc. Follow mandated reporter procedure for suspected child abuse or neglect.
- Provide a safe, secure, clean, and organized home living environment.
- Reinforce rules, routines, and expectations for structured group living.
- Plan and supervise weekly educational, physical, cultural and leisure time group activities with children.
- Maintain recreational equipment. Prepare and clean activity areas.
- Participate in scheduled meetings, training sessions, and professional development.
- Responsible for written documentation and strict confidentiality of all residential program records and information, including student behavior and health records, incident reports, and mandated reporting to other agencies.
- Demonstrate professional confidentiality as guaranteed in parental rights. Will protect the right to privacy as outlined in HIPPA and FERPA.

- Performs student supervision and accountability, housekeeping, study hall, practical counseling, group presentations, student accountability, assisting with homework, and other common homeliving duties.
- Serves as a positive mentor and role model for assigned students at all times. Model *Respectful*, *Responsible* and *Honorable* behavior at all times.
- Create learning opportunities for students in both academic and social situations
- Refers students with behavioral needs that require professional medical care to an appropriate care facility.
- Performs child care related duties in a dormitory environment that assures the functioning of a well-balanced Homeliving program for high school age students who reside in the dormitory.
- May supervise activities and projects of students and or other staff as directed.
- In cooperation with the Dormitory Manager and Counselor, provides practical guidance to students on an individual or group basis covering such topics as homesickness, discipline, personal health and hygiene, fair play, attitudes of democracy, courtesy, grooming, handling money, etiquette, groups living, care of clothing and personal possessions and other pertinent topics.
- Counsels students with personal problems of a minor nature.
- Recognizes the need for thorough counseling and refers students to Counselor for major problems.
- Consults with Dormitory Manager re: special care given to problem students.
- Assists residential students in learning appropriate social skills and behavior
- Supervises residential students as directed in all activities, on or off campus.
- Communicate with parents on student emergencies, serious misbehavior and related actions.
- Transport students to and from school activities and events, medical appointments, field trips, etc.
- Provide guidance and direction in the students' daily activities.
- Develop ways to relate the contents of student's academic programs to everyday living in the dormitory environment.
- Modifies dormitory activities to incorporate new interests of the students.
- Plan, organize, and supervise recreational activities for students as assigned.
- Supervise student's assigned duties in keeping the dormitory in a clean, orderly, and safe condition. Ensure that said duties are completed to standard; handling them personally if students attempts do not meet the standard.
- Administer first aid to students in accordance with governing board policies and training.
- Observe and report any symptoms of serious illness or injury.
- Provide home nursing care to ill students upon standing orders of a medical doctor or registered nurse and in accordance with Richfield Residential Hall policies.
- Monitor dormitory and other student use areas for proper behavior, safety, and welfare of the students.
- Supervise students during fire drills.
- Provide leadership responsibilities in supervising details, activities, assigning dormitory leaders, directing younger students in games/activities, tutoring students and other such duties.
- Perform routine daily activities associated with dormitory cleanliness and maintenance.
- Prepare training forms, travel forms, purchase requisitions, staff timesheets, and staff schedules as directed by the Dormitory 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.
- Attends monthly Staff In-Service as well as other meetings, trainings, conferences or other professional development opportunities as assigned by the Dormitory Manager.
- Follows the Chain of Command and Succession of Command as outlined in the current Organizational Chart.

- Performs other duties as assigned.

SUPERVISION RECEIVED

Dormitory Manager

SUPERVISION GIVEN

Students

WORK HOURS

The Homeliving Assistant provides supervision and care to students when they are not in school. As such, most scheduled hours will be nights and weekends.

BASIC QUALIFICATIONS AND REQUIREMENTS

- 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, cultural studies.
- Must meet the academic credit hours according to 25 CFP Part 36.
- Must have good customer service skills and have the desire to assist students with support, basic stress management techniques and peer advising on stress related issues and concerns.
- Must model the value of education and be willing to continue learn and grow in the field through additional training, conferences, in-service, etc.
- Must be able to lift at least 25 lbs.
- Current certification in First Aid and CPR
- Valid Utah driver's license.
- Must pass state, federal and Navajo Nation criminal background checks.
- 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.