



Richfield Residential Hall

765 West 1st Avenue

Richfield, UT 84701

www.richfielddorm.org

POSITION DESCRIPTION

DORMITORY MANAGER

EMPLOYMENT STATUS

The Dormitory Manager is a *Seasonal Full Time* (9 month) position. The Dormitory Manager 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

The Dormitory Manager is classified as a *Level II to Level III* 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 Dormitory Manager works under the general supervision of the Executive Director in the day to day supervision, support, health and welfare of students living in the dormitory. The Dormitory Manager manages the day to day, 24-hour operation of the dormitory to ensure a safe and holistic homeliving program for each student.

DUTIES AND RESPONSIBILITIES

- Responsible for the health, safety and welfare of all students, staff and visitors of the dormitory.
- Ensures that all aspects of the homeliving program are in compliance with 25 CFR Part 36 and all other state, federal and tribal regulations.
- Oversees the supervision and accountability of residential students, housekeeping, staff support of 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 students and staff at all times. Model *Respectful*, *Responsible* and *Honorable* behavior at all times and in all things.
- Ensures that each Homeliving Assistant is aware of the expectations and standards of all aspects of the position, to include familiarity with the position description and performance appraisal.
- Provide professional development counseling and support to each Homeliving Assistant to ensure that each team member develops to his/her full potential.
- Conducts performance appraisal for each Homeliving Assistant in January and April of each academic year.
- Identify strengths and weaknesses of each Homeliving Assistant and recommends training needs to Executive Director based on assessments of staff individuals as well as team needs.
- Manages each Homeliving Assistant from a strengths-focused perspective, ensuring that strengths are magnified to best help the students of the program.
- Assigns Homeliving Assistants to the dormitories and additional duties that capitalize upon their individual strengths, thereby creating the strongest team to support student growth and development.

- Responsible for scheduling of Homeliving Assistants. Ensures that all staffing schedules do not violate minimum staff to student ratios as outlined in 25 CFR, Part 36.77, including when staff call in sick or do not report for their assigned shift.
- Ensures that soft copies of department schedule is shared in real time and hard-copies are posted in staff office at least one full week prior to commencement of the schedule.
- Makes staffing recommendations to the Executive Director regarding Homeliving Assistants; including recommendations for contract renewal, contract non-renewal, salary adjustments, promotions, transfers, etc. based upon performance appraisals and contributions to the efficacy of the program.
- Participates in recruitment and selection of qualified Homeliving Assistants.
- Participates in the resume review and interview panel of all Homeliving Assistant candidates.
- Verifies the accuracy of Time and Attendance Records (aka Time Sheets) of all Homeliving Assistants each pay period and submits said records to Executive Director for payroll purposes prior to 8:00 am on the Monday following each pay period unless otherwise directed. Signature indicates the accuracy of each record. Ensure that each Homeliving Assistant that has worked any hours in the pay period has submitted a time sheet.
- Maintains a record of hours worked as well as accrued and used leave for each Homeliving Assistant.
- Maintains a record of Incident Reports and provides weekly updates of behavioral incidents to the Executive Director.
- Demonstrates professional understanding of confidentiality regarding student and staff matters. Will protect the right to privacy as outlined in HIPPA and FERPA.
- Develops and recommends incentive programs to improve student and staff behavior.
- Conduct monthly fire drills. Submit fire drill report to Executive Director within 24 hours of fire drill and maintains file of fire drill reports in office.
- Maintains attendance cards and ensures accuracy of each hourly student count.
- Responsible for the hourly accountability of each student.
- Assumes practical counseling in the form of monthly Wing Meetings that focus on current issues and events.
- Responsible for the ordering, inventory and management of all supplies required for the efficient operation of the dormitory, to include cleaning supplies, paper products, appliances, etc.; utilizing green procurement practices whenever possible.
- Ensures that MSDS's are on file for each chemical, cleaner or substance utilized in the dormitory and that MSDS binders are available in each wing and in the staff office.
- Trains Homeliving staff in the use of work orders for maintenance issues.
- Ensures that Homeliving Assistants submit pictures and activity write-ups to the Activities Director in a timely manner for publication to the program website.
- Ensures that over the counter medication is purchased, stored and dispensed per policy on each wing.
- Conducts walkthrough inspections at the beginning and end of each shift to verify the cleanliness and maintenance needs of each living and public space in the dormitory.
- Resolves conflicts, disputes and disagreements of Homeliving Staff in a fair, professional and prompt manner.
- Supports the vision, mission and program goals of the Richfield Residential Hall administration and governing board.
- Serves as a team player and is willing to help other departments to be successful
- Attends monthly Management Team Meeting and Staff In-Service as well as other meetings, trainings, conferences or other professional development opportunities as assigned by the Executive Director.
- Follows the Chain of Command and Succession of Command as outlined in the current Organizational Chart.

- Exercises authority and decision making in critical incidents and informs Executive Director and others as required in RRH policies and procedures.
- Recommends, enhances and supports Navajo Cultural activities throughout the program and ensures that Navajo speaking staff utilize their native language in daily interactions with students.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Executive Director

SUPERVISION GIVEN

Homeliving Assistants and others per Succession of Command

WORK HOURS

The Dormitory Manager provides supervision and care to those who supervise students when they are not in school. As such, most scheduled hours will be nights and weekends.

BASIC QUALIFICATIONS AND REQUIREMENTS

- Must have possess and Associates Degree (Bachelors Degree preferred) 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 impeccable interpersonal communication skills and be able to give and receive constructive feedback in a professional manner and possess the ability to use such feedback to improve the program as a whole.
- Must be able to multi-task under complex and stressful conditions.
- Must be able to think quickly under pressure and act in the best interest of students, staff and the program at all times.
- Must be able to lift at least 25 lbs.
- Must maintain current certification in First Aid and CPR, and be willing to remain current on a wide range of topics associated with the academic and social growth of adolescents.
- 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.