

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE:** Home Living Technician

**SALARY RANGE:** \$12-\$17 DOE

**DEPARTMENT:** Kewa House

**POSITION STATUS:** Full-Time, Non-Exempt

**SUPERVISOR:** Kewa House Manager

**JOB POSTING ID:** KFWC-062321

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

The Home Living Technician is responsible for the care and supervision of children and youth residents at the Kewa House Emergency Youth Shelter who are or have experienced victimization of a crime. This includes but is not limited to, supporting the physical, mental, emotional, social, and spiritual well-being of their daily lives while residing at the shelter. The Home Living Technicians are also responsible for implementing assigned treatment services, maintaining accurate documentation of services, planning milieu activities and ensuring that the daily routine of the program is upheld to the highest standards; performs work in close adherence to the program operations policy and procedure manual.

### **TYPICAL FUNCTIONS:**

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

- Assist with initial intake/discharge procedures for residents, specific to youth experiencing victimization.
- Follows all appropriate procedures upon arrival of client to be admitted, including orientating clients; educates clients on the shelter guidelines and other rules/procedures; clearly presents fire safety plan; accompanies client to their assigned room; provides basic needs articles.
- Consistently interacts with youth using Kewa House client-focused and strength-based approaches. Includes day to day therapeutic activities with youth and relating to residents as they move toward their individual goals while maintaining professional boundaries.
- Actively supervise resident's day/night by ensuring that their basic needs are met (i.e. food, hygiene, clothing, emotional support, etc.)
- Works closely with the shelter team to plan individual and group age-appropriate therapeutic enrichment activities in program areas: Education, Cultural Enrichment, Health/Nutrition/Physical Fitness, Arts, and Life Skills, that actively engage and educate youth.
- Maintains contact with shelter clients; provides brief emotional support, as needed. Refers clients to clinical staff for counseling concerns.
- Coordinates with local and outside agencies for continuous programs and activities.
- Transport residents and/or help organize transportation arrangements for resident to a variety of outings including staff-led community-based activities.
- Transport residents and/or help organize transportation arrangements for resident to attend victim related services.
- Maintains and updates residents case file, incident reports, daily staff logs, vehicle logs, telephone log in accordance with Kewa House policies and procedures.

- Participates in individual case staffing and consultations with all program staff and referring agency.
- Ensures compliance with Kewa House standards and security safeguards (i.e. room checks, perimeter walks, facility/room searches, ongoing visual checks).
- Ensures facility cleanliness and maintenance in common and staff areas.
- Manages emotional, physical, and verbal escalation by effectively initiating de-escalating intervention techniques in difficult, stressful, and crisis situations involving youth residents.
- Prepares healthy meals in accordance with food handling requirements and licensing and approved nutritional standards.
- Monitors the inventory lists of food, supplies, materials and assists in menu preparation.
- Maintains cooperative professional relationships and promotes teamwork with co-workers, supervisors, agency administrators, stakeholders, and the community, while projecting a professional image through in-person and telephone interaction.
- May provide outreach to the community, as needed, including presentations, manning a booth for public education, etc.
- Other duties as assigned.

### **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

### **MINIMUM QUALIFICATIONS:**

- 21 years or older
- High School Diploma or equivalent and (2) years' experience working with youth.
- CPSW/CFPSW credentials or must complete within 1 year upon hire.
- CPR/First Aid/AED.
- Food Handler's certification or must be certified within first 90 days of employment.
- Knowledgeable in the area of trauma informed approaches and crises intervention.
- Knowledgeable in the areas of child abuse/neglect, sexual abuse, foster care issues and protocol/procedures.
- Previous experience with Native American youth preferred; must be sensitive to tribal customs and traditions and work with a diverse clientele.
- Excellent listening, oral and written communication skills that will enable you to work with high risk youth and families and to focus the efforts on client's well-being and to meet Santo Domingo Tribe goals and objectives.
- Self-Starter, able to make decisions independently.
- Must be able to satisfactorily pass a background check.

- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

### **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
  - Subject line: **Home Living Technician VSSA Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume