



## **FAIRBANKS NATIVE ASSOCIATION, INC**

### **Supplemental Job Description**

**Job Title:** Residential Coordinator

**Program Specific:** Graf

**Position Reports to:** Program Director

#### **Essential Functions:**

Schedules, supervises and evaluates residential aides and cooks. (Incumbent assigned to Youth Services program will schedule in accordance with the Office of Children's Services (OCS) regulations.)

Attends all staff meetings, staff training and in-service training.

Conducts orientation and training for all new RA and Cook staff members on relevant policies and procedures, to include vehicle, emergency, universal precautions and health and safety rules.

Provides file documentation in accordance with established standards, and submits reports (i.e., required for MIS reporting, etc.) and other data in an accurate and timely manner.

Plans and assists with social and recreational activities scheduled during shift, in cooperation with the treatment team/staff.

Attends clinical case staffings and functions as a member of a multidisciplinary treatment team.

Completes progress notes as needed.

#### **Specifications:**

#### Qualifications:

Minimum of one (1) year of experience working with at-risk youth. Minimum of six (6) months of previous supervisory experience. Minimum of one (1) year of work experience in a substance abuse treatment facility preferred.

Ability to obtain State of Alaska Substance Abuse Counselor Technician certification within one (1) year of hire.

Strong communication, interpersonal, and organizational skills with the ability to accurately follow written and verbal instructions.

Ability to establish appropriate task priorities and respond to emergency situations.

Knowledge of local, state and CARF or Federal standards/codes for building, fire and safety.

Knowledge of adolescent development and substance abuse treatment.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive both a FNA-owned vehicle and your personal vehicle for FNA business. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a currently driving history and proof of personal liability insurance.

Physical Demands:

Frequent standing, walking, driving, twisting, stooping and bending.

Occasional crawling, walking on uneven ground, working above ground, and climbing ladders.

Overall physical demands correspond to medium work requirements, with exertion of 20-50 lbs. of force occasionally, and/or 10-25 lbs. of force frequently.

Working Conditions:

Frequent work inside and outside the building, which may expose the worker to sudden temperature changes and/or extreme weather conditions.

Potential for mechanical hazards typically associated with the operation of motor vehicle, i.e., driving in bad weather and slick road conditions.

May be required to work irregular shifts or be subject to call in at different times.

Frequent contact with adolescent clients suffering emotional, addictive and oppositional behavioral difficulties.

Contacts:

Position has daily contact with the general public, program staff, organizational staff, clients, and external agencies. Contacts on an occasional basis may be controversial and of a sensitive nature.

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Employee Signature

Date