

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE:** Home Living Technician

**SALARY RANGE:** \$15-\$18

**DEPARTMENT:** Kewa House Youth Shelter

**POSITION STATUS:** Full-Time

**SUPERVISOR:** Kewa House Manager

**JOB POSTING ID:** KH-HLT2724

**Close Date:** April 25<sup>th</sup>, 2024

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, 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.
- Supervise residents' day/night by ensuring that their basic needs are met (i.e. food, hygiene, clothing, emotional support, etc.)
- Consistently interacts with youth using Kewa House client-focused and strength-based approaches. Includes day to day activities with youth and relating to residents as they move toward their individual goals while maintaining professional boundaries.
- Works closely with the shelter team to plan individual and group age-appropriate enrichment activities in program areas: Education, Cultural Enrichment, Health/Nutrition/Physical Fitness, Arts, and Life Skills, that actively engage and educate youth.
- Must be energetic, creative, and able to work as part of a community resource team, be culturally competent and responsive.
- Demonstrate a commitment to community safety and risk management efforts.
- Coordinates with local and outside agencies for continuous programs and activities.
- Transport residents and/or help organize transportation arrangements for residents to a variety of outings including staff-led community-based activities.

- Maintains and updates residents case file, incident reports, daily staff logs, vehicle logs, telephone logs 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 and most importantly Active Supervision).
- 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 by supervisor or grant program coordinator.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo Pueblo 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 Pueblo 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:**

- High School Diploma or equivalent and (2) years' experience working with youth.
- CPSW/CFPSW credentials or must be completed within 1 year upon hire.
- CPR/First Aid/AED.

- Food Handler's certification or must be certified within the first 90 days of employment.
- Knowledgeable in 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 Pueblo goals and objectives.
- Self-Starter, able to make decisions independently.
- Must be able to satisfactorily pass a background check.
- **Must be 21 years of age for insurance purposes.**
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

### **HOW TO APPLY**

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

Please submit a complete application packet.

- Online: [santodomingopueblo.isolvedhire.com/jobs](http://santodomingopueblo.isolvedhire.com/jobs)
- By email: [HR@kewa-nsn.us](mailto:HR@kewa-nsn.us)
- Subject line: **Home Living Technician Full Time – Your name**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052