

CHEYENNE RIVER SIOUX TRIBE
TRANSITIONAL LIVING CENTER-TRIBAL HEALTH
RESIDENT AIDE

DESCRIPTION OF WORK

General Statement of Duties: Responsible for the supervision and assistance with daily functions of all residents at the Wakpa Waste' Transitional Living Center.

Supervision Received: Works under the immediate supervision of the Behavioral Health Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Logs all incoming telephone calls and log all Resident and visitor information for each shift.

Chaperones and transports Residents to referral agencies and recreation activities.

Participates in support group meetings and morning meditations at the TLC house.

Prepares meals and other essentials as needed.

Teaches life skills and provides healthy leisure time activities for the Residents.

Provides oversight in the daily scheduled tasks assigned to all Residents to ensure a satisfactory performance.

Maintains records on all residents.

Records and maintains progress on all Resident information.

Adheres to the Professional Code of Ethics, the Privacy Act, the CRST Employee Policies and Procedures.

Operates a government owned or leased vehicle.

Utilizes traditional Lakota methods and teachings whenever possible to enhance the values of the culture to residents.

Participates in required computer security awareness, Privacy Act, HIPPA training, CPR/First Aid, and all other requirements deemed necessary to fulfill job requirements.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have communication skills necessary to enhance an emotionally healthy environment and the maturity in recovery to facilitate growth of those under this supervision. Incumbent must possess a good command of the English language; a working

knowledge of Native American culture and traditions; the organization of the reservation communities and Tribal Government. Must have basic knowledge of counseling techniques (family & individuals) for substance abuse. Must be able to establish and maintain effective working relationships with employees, residents, other agencies and the public.

Experience: Must have a minimum of six (6) months of experience in the field or related field.

Education: Must have a High School Diploma or GED.

Special Requirements: A valid driver's license, (please provide a copy of driver's license to application). Must have a direct line of communication.

Must have a minimum of six (6) months of being alcohol and drug free and maintaining a recovery program healthy drug and alcohol free lifestyle (must provide a statement). Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, Resolution No. 86-2013-CR. Subject to CRST Four Bands Healing Center's "Abstinence Clause". Must also sign the CRST Four Bands Healing Center's Abstinence Clause, Confidentiality Agreement Form, and Professional Code of Ethics Agreement Form.

Confidentiality: Confidentiality is very important when working with health issues and problems. It is expected that all matters pertaining to individual problems will be kept confidential. Failure to comply will be cause for immediate dismissal.

Revised Date: 11.29.21