



The Three Affiliated Tribes

Job Description

LEAD RESIDENTIAL TECHNICIAN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Residential Technician Supervisor

DEPARTMENT: Good Road Recovery Center

SALARY: \$DOQ/DOE

CLASSIFICATION: Non-Exempt

FLSA STATUS: FT-Regular

LOCATION: Bismarck, ND

OPENING DATE:

CLOSING DATE:

POSITION SUMMARY:

This position is under the supervision of the Residential Technician Supervisor and works in conjunction with the treatment team. The primary responsibility of this position is to provide supervision and assistance for all residents of the program. This position assists residents with attending programming, utilizing support services, and any other activities deemed necessary by the residents' treatment team. This position reports to the Residential Supervisor and the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Therapeutic supervision of patients and patient activities, including recreation activities and assure patients maintain program schedules.
- Monitors the schedule to ensure staff coverage.
- Organize and delegate duties for activities, meetings, training, and ensure adequate staffing for each; especially when clients are outside of GRRC facilities.
- Report to work in a punctual manner according to the residential technician shift schedule.
- Monitor and arrange "on-call" for phone calls and direct as appropriate.
- Report all incidents, unusual events, and emergencies immediately to the supervisor and nurse on duty, according to the policies and procedures.
- Assist with the organization and delegate the process for client detoxification.
- Assist patients with therapeutic assignments.
- Monitor all visitors and ensure that no contraband is brought into the facility by visitors or patients.
- Administer drug screenings and breathalyzer screenings for clients at random, upon reasonable suspicion, and upon clients returning from passes.
- Provide safe transportation using company vehicles to and from appointments, recovery events, outings, and other treatment functions.
- Attending all scheduled staff meetings and in-services.
- Supervise food preparation and completion of chores.
- Maintain cleanliness of house, inventory, and stock supplies.
- Make periodic bed checks at adult residential facilities during the night shifts.
- Complete patient documentation in the EHR charts at the end of every shift.
- Oversee patient self-administration of medications.
- Follow guidelines for code of ethics/conduct and always remain professional.



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- Understand and follow the policies and procedures, along with the treatment facilities handbook.
- Monitor patient breaks.
- Perform housekeeping tasks, as assigned.
- Complies with regular, predictable, and reliable attendance.
- Oversee all documentation of residential technicians and train as needed.
- Document treatment outcomes using acceptable methods and tools.
- Keep daily records of activities, case notes, and client notes.
- Household chores, maintenance, and cleaning.
- Demonstrates the highest ethical and customer service standards towards clients, visitors, and fellow staff.
- Complies with facility safety, infection control, injury prevention, and security protocols.
- Follows relevant ethical and legal aspects of providing care to residents in a residential substance abuse/mental health treatment setting.
- Oversees residential service activities with other department staff. Work with the treatment team to maintain a safe environment for residents.
- Position is classified as essential and is required to report to work during emergencies, inclement weather, or other operational needs; must be available to work evenings, weekends, and holidays as scheduled.
- Demonstrates respect and understanding of confidentiality for patients, staff, and others according to 42 CFR part 2 and HIPAA regulations.
- **And other duties as assigned.**

NOTE: The duties listed are not intended to be all inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE AND ABILITIES:

- Communicates effectively both verbally and in writing. This includes the ability to perform computer-based work on a regular basis.
- Basic knowledge of a wide range of principles, theories, techniques, and practices regarding behavior and development.
- Basic knowledge of behavioral issues associated with substance use and mental health disorders.
- Knowledge and ability to observe and document behavioral observations in addition to the ability to communicate and interpret the data obtained.



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- Ability to communicate effectively both verbally and in writing with advanced interpersonal communication skills. This includes the ability to perform computer-based work on a regular basis.
- Sufficient education to understand and help residents with therapeutic tasks.
- Knowledge of and ability to teach personal hygiene, health, personal organization (i.e., making beds, putting clothes away, keeping room clean, etc.) and other activities considered to be daily living skills.
- Knowledge of relevant ethical and legal aspects of providing care to residents in a residential substance abuse/mental health treatment setting.
- Knowledge of the importance of adherence to protocols, and the accuracy needed in collection and documentation of resident data.
- Skill to cope with the stresses associated with the provision of care to complex residents residing in residential treatment facilities.
- The applicant uses knowledge, skills, and judgment in performing complex resident monitoring functions that are individualized for each resident. Applicant must recognize and respond appropriately to deviations from normal behavior. The work involves identifying problematic behaviors in residents and reporting those to the treatment team. This requires the continuous development of knowledge and the ability to know when to obtain the appropriate resources and consultations while acting independently and exercising good judgment.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School diploma or GED/Equivalent (**REQUIRED**).
- Associates/bachelor's degree in behavioral healthcare or related field (**PREFERRED**).
- Minimum of 2 years in supervisory role (**PREFERRED**).
- Minimum of 2 years' experience in behavioral healthcare setting. (**REQUIRED**).
- First Aid and CPR Certified (**REQUIRED**)
- Peer Support Certified (**PREFERRED**)
- Valid Driver's License (**REQUIRED**).
- Minimum 1 (one) year continuous sobriety. (**REQUIRED**)
- Pass either a level IV – Public Trust or level V – Lived Experience background check (**REQUIRED**)

WORKING CONDITIONS:

- Position requires flexibility to work a variety of shifts outside of regular business hours, including early mornings, evening, weekends, and holidays, based on operational needs and staffing schedules.
- Position is classified as essential and is required to report to work during emergencies, inclement weather, or other operational needs; must be available to work evenings, weekends, and holidays as scheduled.



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- Work is performed in a residential treatment facility environment with frequent interaction with clients experiencing substance use and/or mental health conditions.
- Exposure to emotionally and behaviorally complex situations, including crisis intervention and de-escalation scenarios.
- May be exposed to biohazards, bodily fluids, and communicable illnesses; adherence to infection control and safety protocols is required.
- Work is conducted in both indoor residential settings and outdoor environments during client activities, transportation, and facility-related duties.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____