MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**(1) Resident Attendant**	
Department:	**Four Directions Treatment & Recovery Center (FDTRC)**	
Employment Status:	**Non-Exempt, Full-Time**	**Grade: NE4 ($13.17- $15.15)**
Opening date:	**September 24, 2026**	**Closing date: October 9, 2026**

Job Summary

Provides monitoring, security and safety of clientele and facility. Dispenses medication and assures facility is secure.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Ensures all GSA vehicles and building are secured after hours and on weekends.
- Conducts hourly security checks of building and premises.
- Makes sure all outside lights are on during evening shifts.
- Completes bed checks to ensure accounting for all residents.
- Maintains accounting of all residents and ensures written authorization for residents who are off premises.
- Provide transportation within the local community to/from appointments.
- Ensures and adheres to safe driving guidelines for transport of residents in assigned program vehicle.
- Provides a safe and healthy environment for residents in a manner that promotes safety and comfort.
- Completes all evening and weekend detail.
- Monitors or dispenses medication for residential clients under the direction of the Clinical Supervisor.
- May monitor support groups.
- Assists residents with activities and may provide assistance in crisis intervention.
- Immediately reports any high-risk behavior observed or revealed by residents.
- Adheres to Program Code of Conduct, Ethics and HIPPA compliance regulations regarding release of information and protection of residents and staff members' confidentiality.
- Maintains control and account for all equipment, keys and medications.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- One year experience working with residential clientele.
- First Aid and CPR Certified.
- **Must have a current valid unrestricted NM Driver's License.**
- Must have reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of security techniques and practices.
- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of crisis intervention techniques.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skilled in the safe operation of a motor vehicle.
- Ability to observe, monitor, and assess.
- Ability to maintain accurate records while protecting confidentiality of records.
- Ability to deal professionally with sensitive client issues.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.
- Ability to analyze situations and adopt appropriate courses of action.

Physical Demands

While performing the duties of this job, the employee regularly is required walk; to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee may assist with lifting patients, which may require using leverage to lift and/or move clients.

Work Environment

Work is generally performed in the center with a moderate to high noise level and outdoors. Exposure to natural weather conditions, various dusts and mists, and normal debris and hazards common at sites may occur while performing duties. Work environment involves exposure to potentially dangerous materials and situations that require following safety precautions and may include the use of protective equipment. Evening, graveyard, holiday and/or weekend work may be required. Extended hours and irregular shifts may be required.