



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Resident Attendant Supervisor
Department:	Four Directions Treatment & Recovery Center (FDTRC)
Employment Status:	Non-Exempt
Opening Date:	October 20, 2025
	Grade: NE5 (\$14.16 - \$17.00)
	Closing Date: October 31, 2025

Job Summary

Provides day to day coordination and guidance to Resident Attendants at FDTRC. Responsible for the administrative paperwork, training, scheduling and staffing of Resident Attendants.

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 and Tribal vehicles and building are secured after hours and on weekends.
- Conducts hourly security checks of building and premises.
- Maintains accounting of all residents and ensures written authorization for residents whom are on and off premises.
- Certifies resident attendants adheres to safe driving guidelines for transportation of residents in program vehicles.
- Confirms a safe and healthy environment for residents in a manner that promotes safety and comfort.
- Trains and monitors resident attendants dispensing medication for residential clients under the direction of the Clinical Supervisor.
- Prioritizes and assigns work schedules for Resident Attendants.
- Safeguards all medications are handled and administered in a safe and appropriate manner.
- Ensures resident attendants adheres to FDTRC medication administration policy and procedures.
- Establishes positive and collaborative relationships with counselors, clients, and supervisors.
- Assists and/or covers shifts for resident attendants as needed.
- Ensures resident attendants maintains control and account for all equipment, keys and medications.
- Assists residents with activities and provide assistance in crisis intervention.
- Immediately reports any high-risk behavior observed or revealed by residents to counselors and Clinical Supervisor.
- Adheres to Program Code of Conduct, Ethics and HIPPA compliance regulations regarding release of information and protection of residents and staff members' confidentiality.
- 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 be willing to cover shift either evenings, weekends and/or holidays.
- Must have a valid 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.
- Skills in providing guidance to, supervising, training and evaluating resident attendants.
- Knowledge of crisis intervention techniques.
- Skills in operating business computers and office machines including in a Windows Environment, specifically Word, Excel, Access, presentation software (Powerpoint).
- 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.
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to walk; to use hands to finger, hand, 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.

Work Environment

Work is generally performed on premises with a moderate to high noise level and outdoors. Exposure to natural weather conditions, various dust 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.