



MONTANA
SCHOOL *for the*
Deaf & Blind

3911 CENTRAL AVENUE
Great Falls, Montana 59405
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www.msdb.mt.gov

giving kids the building blocks to independence

DEPARTMENT: Montana School for the Deaf and the Blind

DIVISION: Residential

JOB TITLE: Residential Advisor 1 - Housekeeping

STARTING SALARY: \$13.37 per hour

BENEFITS: Full Insurance Package

START DATE: October 4, 2021 or earlier

LOCATION OF JOB: Montana School for the Deaf and the Blind

SUPPLEMENT REQUIRED: No

STATUS: Full Time Permanent

POSITION NUMBER: 51303102

BARGAINING UNIT: UFCW #8

CLOSING DATE: First application review, September 21, 2021 or until filled

TYPICAL DUTIES: Works under the direct supervision of the Director of Student Life. May assist Student Life Staff in awakening deaf or blind children in the morning, making breakfast and assisting to prepare students for the school day. Instructs students in daily living skills, personal care and safety procedures. Ensures students have a safe and clean living environment is responsible for the cleanliness of an entire cottage complex, which may include the dining room, kitchen, common areas and offices. This includes but not limited to sorting of laundry, dusting, mopping, vacuuming, windows (inside and outside), restrooms, empty garbage, ensure basic safety of cottage (turn off lights, radio, alarms, etc. when left on). Report noted damage to Student Life Office. Maintain supplies for own use, keep housekeeping cart and store room orderly. Specific times may change to meet the immediate needs of the program. Other duties as assigned.

SKILL AND KNOWLEDGE: Must be able to work cooperatively with other program staff. General knowledge of child care; proper personal hygiene and other self-help skills; understanding the behavior, personality and growth of youth; understanding the foundation of developing relationships and impact it has on youth; understanding the principles of discipline and how it can be used to develop self-control and self-discipline; understanding child development; and understanding the social/emotional needs of children with vision or hearing loss. Ability to use and or learn to use various types of cleaning equipment.

EDUCATION AND EXPERIENCE: A high school diploma or equivalency is required. Training or experience in the field of child care in residential facilities, Red Cross, CPR, and other related training is highly desirable. Previous experience in cleaning/housekeeping is also desirable. During the probationary period, Residential Advisor 1 - Housekeeping must successfully complete the Advanced Training Course for Residential Child and Youth Care Professional. This program has been developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted by the staff at the Montana School for the Deaf and the Blind. Other combinations of education and experience which would provide required knowledge, skill and ability will be evaluated on an individual basis.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop, kneel, or run. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize word processing equipment both of which result in the repetitive motion of hands and arms. The nature of the work requires the employee to walk or stand for a majority of their shift. The employee is required to climb stairs, bend, stoop, reach and handle objects. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position may require frequent and independent travel between all buildings.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to tolerate extreme weather conditions, and exposure to unpleasant sights, sounds, and smells depending on individual student and program needs. Must be able to remain standing for extended periods of time. Must be able to maintain composure under stress and not be easily physically or verbally intimidated or provoked by students as they may be unpredictable, uncooperative, demonstrate physical aggression, or serious, injurious behavior.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment. There are no authorized smoking areas and smoke breaks are not given. All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The successful candidate will be required to have or learn basic sign language skills to communicate with deaf staff and students. New employees hired after July 1, 2012 must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview. New employees to this position must meet the Target Skill level Standard of "Intermediate" within 3 years of the date of hire.

TENURE: Certificated teaching staff will be notified by June 1 of reelection (Collective Bargaining Agreement, Article 7, Section 5). Whenever a teacher has been offered and accepted a contract for the fourth consecutive year of employment, the teacher is considered to be reelected from year to year as a tenured teacher (Collective Bargaining Agreement, Article 7, Section 3. A.).

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

APPLICATION: <https://statecareers.mt.gov>

An Affirmative Action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000