

# MONTANA SCHOOL *for the Deaf & the Blind*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000  
406.771.6164 FAX  
406.205.0016 VIDEOPHONE  
[www.msdbmustangs.org](http://www.msdbmustangs.org)

**DEPARTMENT:** Student Services  
**JOB TITLE:** Residential Advisor 1 – LEAP Program  
**SUPERVISOR:** Director of Student Service  
**STARTING SALARY:** \$13.92  
**START DATE:** December 2022  
**LOCATION OF JOB:** Montana School for the Deaf and the Blind, Great Falls MT  
**STATUS:** Full-Time  
**POSITION NUMBER:** 551303134, 5103323  
**BARGAINING UNIT:** UFCW  
**CLOSING DATE:** Until filled

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## **TYPICAL DUTIES:**

The purpose of this position is to supervise, interact, and support participants in the Living, Employment, Academic Planning (LEAP) Program. The LEAP Program is designed for graduates (18-21) who are deaf, hard of hearing, blind, visually impaired, or deafblind in a group-like living environment. The goal of the LEAP program is to prepare participants for independent living and employment.

- Monitors participants in daily living skills, personal care, and safety procedures.
- Ensures participants have a safe and clean living environment.
- Guides participants in cleaning procedures and age appropriate self-help skills typically performed in a home setting.
- Follows program protocols for referring ill participants to healthcare providers within the community.
- May provide assistance in supervision of recreational activities.
- Assists participants in procuring transportation to and from activities, appointments, and work experiences.
- Other related duties as assigned by LEAP Coordinators.
- Detailed Job Description available upon request.

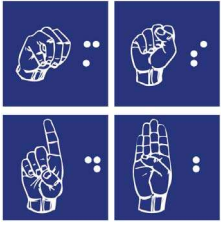
**QUALIFICATIONS:** A high school diploma or equivalency is required. Training or experience in the field of childcare in residential facilities, Red Cross, CPR, and other related training is highly desirable. During the one-year probationary period, Residential Advisor 1 must successfully complete the Advanced Training Course for Residential Youth and Child Care Workers (RCYCP). This program was 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. Upon successfully completing, the one-year probationary period and the RCYCP course a .80 an hour increase is granted per the current Collective Bargaining Agreement. Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

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**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



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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 work performed in a typical setting at MSDB involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs. The person in this position works in multiple buildings across campus and must be able to travel independently between buildings.

The successful candidate must have the ability to learn basic sign language skills to communicate with deaf staff and students.

**PROBATIONARY PERIOD:** All employees shall serve a probationary period of one year (see A.R.M. Section 2.21.3808(2)). Policy 5123

**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.

**INQUIRIES:** **Montana School for the Deaf and the Blind**  
3911 Central Ave  
Great Falls, MT 59405  
406-771-6000

**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