

Arkansas Department of Career Education
RESIDENTIAL CARE TECHNICIAN Job Vacancy Announcement
Recruitment Period: May 13, 2016 through May 27, 2016
Position Number: 22081729 Class Code: M083C Grade: C108
Entry Level Salary: \$20,788.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an RESIDENTIAL CARE TECHNICIAN position. The Residential Care Technician is responsible for teaching life skills and providing guidance to residents of state-operated facilities. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Student Living Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached RESIDENTIAL CARE TECHNICIAN Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., May 27, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education
RESIDENTIAL CARE TECHNICIAN Functional Job Description

Position Number: 22081729 Class Code: M083C Grade: C108

Position Summary

The Residential Care Technician is responsible for teaching life skills and providing guidance to residents of state-operated facilities. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a high school diploma; plus six months of experience in residential patient care for individuals with developmental disabilities. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Provides and instructs residents in learning living skills, including personal hygiene, housekeeping procedures, financial management, and individual counseling. Ensures a clean, safe, and secure environment conducive to behavioral changes based on program rules and regulations. Assists case manager in writing individualized plans for residents, planning, monitoring, and developing progress reports. Oversees residents to monitor activities and behavior, counsels residents to reinforce positive behaviors, and promotes social interaction. Maintains and compiles daily evaluations of behavioral reports by noting residents' actions, medical problems, and disciplinary and rules violations. Organizes, arranges, and escorts residents on recreational activity trips. Participates in the inspection of the living unit for fire, safety, and maintenance purposes. Teaches and conducts drill and ceremony and physical training. Orders supplies as needed. Performs other duties as assigned.

Arkansas Department of Career Education
RESIDENTIAL CARE TECHNICIAN Functional Job Description
Position Number: 22081729 Class Code: M083C Grade: C108

Job Duties and Responsibilities continued

This position is responsible for following and complying with agency and department procedures and protocols; observing and reporting on student behaviors and needs; responding to urgent student concerns; and completing routine daily tasks.

This position requires the ability to follow and complete both written and verbal directives; flexibility in duty assignments; and submitting required daily reporting.

This position will work in a large Student Life Department with other staff members and will inspect, analyze, and report on all aspects of the student life daily operation.

This position will daily be assigned a large dorm suite of 70-100 students to be responsible for during the staff assigned. Assignments will be made by a Residential Care Shift Supervisor.

This position will participate in students teaching in the areas of life skills and socialization skills. Teaching may be one on one or in the large classroom environment. This position will provide nightly accounting for all students and will interact with a number of staff from other departments.

This position will interact with students in various Student Life sponsored organizations. This position will require immediate response within the confines of policy or procedure to student's immediate concerns or needs.

This position is a high intensity, quick paced position that requires excellent interpersonal skills, the ability to interact with a very diverse group of students and the ability to determine what is in the best interest of the student and agency equally.

This position involves having the ability to react quickly, in a positive manner, to always be alert for teaching opportunities, and to exemplify by example appropriate social and daily living skills.

This position will be responsible for being an active team member, offering unique and innovated ideas for department improvement. This position will take responsible for certain Quality Improvement and Quality Assurance reporting in the department as assigned.