



# MONTANA SCHOOL *for the Deaf & the Blind*

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[www.msdbmustangs.org](http://www.msdbmustangs.org)

**JOB TITLE:** Residential Advisor 1  
**SUPERVISOR:** Director of Student Life  
**DEPARTMENT:** Student Life -- Student Services  
**STARTING SALARY:** \$16.69 hour  
**START DATE:** ASAP  
**LOCATION OF JOB:** Montana School for the Deaf and the Blind, Great Falls MT  
**STATUS:** Full-Time  
**POSITION NUMBER:** 51303102  
**BARGAINING UNIT:** UFCW  
**CLOSING DATE:** Open until filled  
**APPLICATION:** <https://statecareers.mt.gov>

## **JOB OVERVIEW:**

The Residential Advisor I works in the Student Life program where the students reside. The Residential Advisor I provides supervision and care in addition to instructing students in daily living skills as well as to provide support for the student's education and leisure time activities. Students in the Student Life are referred to MSDB via qualifying school districts. These students may be deaf, hard of hearing, blind, visually impaired or deafblind in live in group-like living environment.

**Work for the state you Love to Live in.** Your paycheck is just part of a total compensation package. Eligible employees have access to competitive, innovative benefits packages at an affordable cost. All beginning on your first day of employment. Highlights of our innovative benefit package include:

- Access to No Cost health centers
- Low-cost Medical, Dental and Vision insurance
- Retirement plan with employer
- Earn paid vacation and holiday time
- Sick days each year per MCA 2-18-618
- Public Service Student Loan Forgiveness program\*
- Student Loan Repayment program\*
- Flexible Spending Accounts
- Employee Assistance Program
- Wellness Programs
- One free meal per shift

\* Subject to eligibility rules

## **Essential Duties or Responsibilities:**

### **Instruction and Supervision: 80%**

- Instructs students in age appropriate daily living skills
- Knows where students in department are at all times
- Works with students to complete homework
- Instructs student on appropriate leisure time activities
- Attends department meetings as scheduled
- Transport students to off-campus activities and appointments

### **Maintain Safe and Clean Environment: 10%**

- Follows established emergency evacuation procedures
- Makes sure the cottage is clean and sanitary

**Record Keeping: 5%**

- Completes daily logbook
- Completes incident reports when needed
- Submits timesheets and requests for leave as instructed

**All other duties as assigned: 5%****Knowledge, Skills and Abilities:**

(Required for the first day of work)

- General knowledge of child care and child development
- Possess proper personal hygiene and other self-help skills
- Understands the foundation of developing appropriate relationships and the impact it has on youth
- Ability and desire to be an active learner of American Sign Language (ASL)
- Ability to establish and maintain effective working relationships with students and staff
- Ability to understand and carry out oral, signed or written instructions
- Ability to handle stressful situations
- Knowledge of the impact of various experiences in a student's education and understanding of social and emotional experiences
- Good interpersonal work skills and ability to work cooperatively as a team
- Ability to accept constructive feedback
- Teambuilding skills
- Decision making skills
- Time management skills

**Minimum qualifications (Education and Experience)**

- 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.

**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.

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

**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.

**CRIMINAL BACKGROUND CHECK:** 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.

**INQUIRIES:**

Jim Kelly, Director of Student Life  
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Montana School for the Deaf and the Blind  
3911 Central Ave  
Great Falls, MT 59405  
406-771-6120

**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.