



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

<< POSITION ANNOUNCEMENT >>

Residential Advisor

Who We Are: Mission, Vision, and Beliefs

At the Montana School for the Deaf and the Blind (MSDB), we are more than an educational institution; we are a community dedicated to the success of every student.

- **Our Mission:** To foster the learning and growth of the whole-child with hearing and/or vision loss, preparing them to become successful citizens.
- **Our Vision:** To be Montana's leading resource for the stakeholders of MSDB by providing support and services that empower individuals to attain their highest potential.
- **Our Belief:** We believe all children are capable and confident. Through our Whole-Child Education Philosophy, students receive sensory-specific access to communication and curriculum in safe learning and living environments.

The Opportunity: Job Overview

This position will work in the Business Office of the Agency. Responsibilities include payroll processing, employee file keeping, benefit management as well as financial responsibilities including bank reconciliations, and an understanding of general accounting practices.

To be successful in this role, the employee must demonstrate a steadfast commitment to maintaining confidentiality while excelling in technical and organizational tasks, such as creating and maintaining spreadsheets. Strong communication is essential; the candidate must possess the ability to understand and follow complex oral or written directions and communicate effectively across both mediums. Furthermore, the position requires a collaborative professional who can establish and maintain productive, effective working relationships with others.

Core Impact Areas

- **Instruction & Supervision (80 %):**
You will mentor and model for the students you work with:
 - Instructs students in age appropriate daily living skills
 - Knows where students in department are at all times
 - Works with students to complete homework and other projects
 - Instructs students on appropriate leisure time activities
 - Instructs/monitors students on healthy meal planning and cooking skills to make evening/weekend meals
 - Attends department meetings as scheduled
 - Transport students to off-campus activities, appointments and on Travel Weekends

- Collaborate with other Residential Advisors and Counselors regarding student needs and activities
- **Maintain Safe & Clean Environment: 10%**
 - Follow established emergency evacuation procedures
 - Makes sure the Cottage is clean and sanitary
 - Report all maintenance issues through established procedures
- **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%):**

Who You Are (Qualifications)

Education & Experience:

- **Required:** a high school diploma or equivalent
- **Preferred:**
 - Training or experience in the field of childcare in residential facilities. Experience in a residential setting and knowledge of child development.
 - Specific experience working with students and staff who are deaf, hard of hearing, blind, visually impaired or deafblind.
- **Alternative Qualifications:**
 - Completion of the Residential Child and Youth Care Professional Program (RCYCP) developed by the National Resource Center Youth Services at the University of Oklahoma. Other combinations of education may be substituted.
 - Successful completion of a trauma-informed course such as Love & Logic
 - CPI (Crisis Prevention Intervention) training
 - Successful completion of a defensive driving course
 - Successful completion of food preparation course such as ServSafe
 - Red Cross, CPR, and other related training

Knowledge & Skills:

- **Communication:** Proficiency in American Sign Language (ASL) or a commitment to reach target proficiency levels to foster cooperative relationships with students and staff.
- **Leadership:** Ability to establish and maintain effective working relationships with students, parents and staff. Ability to work as a team. Ability to effectively resolve conflict.
- **Technical:** Understanding of basic computer and technology skills. Ability to handle stressful situations with students with varying levels of education, social, and emotional experiences.

Other Qualifications:

- Hired candidate will have a one-year probationary period to complete all preferred training requirements, as assigned.

Why Join MSDB? (Benefits)

Work for the state you **Love to Live in**. Your paycheck is just part of a total compensation package that begins on your first day:

- **Health & Wellness:** Low-cost Medical, Dental, and Vision insurance; access to No-Cost health centers; and dedicated Wellness Programs.
- **Financial Security:** Retirement plan with employer contribution and Flexible Spending Accounts.
- **Work-Life Balance:** Generous vacation leave, sick days, and **one floating holiday** per year.

Working Conditions & Requirements

- **Schedule:** This role requires flexibility, including working evenings, weekends, some holidays, and being “on-call” to meet program needs.
- **Physical Demands:** Primarily sedentary to light physical activity; must be able to lift up to 50 lbs. occasionally and navigate a multi-level campus.
- **Compliance:** Must pass a fingerprint and background check. MSDB is a non-smoking environment.

State of Montana Position Specific Information

DEPARTMENT:	Student Services
JOB TITLE:	Residential Advisor
SUPERVISOR:	Director of Student Life
STARTING SALARY:	\$20.61 an hour
START DATE:	August 17, 2026
LOCATION OF JOB:	Great Falls Campus
STATUS:	Full-Time
POSITION NUMBER:	51303321
BARGAINING UNIT:	UFCW Local 1889
RETIREMENT SYSTEM:	Public Employee Retirement Administration (PERS)
CLOSING DATE:	Open Until Filled

How to Apply

Application Portal: <https://statecareers.mt.gov>

Inquiries: Montana School for the Deaf and the Blind, 3911 Central Ave, Great Falls, MT 59405.

Phone: 406-771-6000

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE).