

**KENAITZE INDIAN TRIBE
JOB DESCRIPTION**

POSITION TITLE: Individual Skill Provider

TYPE OF POSITION: On-Call

REPORTS TO: ISP Program Coordinator

INDIAN PREFERENCE: Native preference under P.L. 93-638

POSTING PERIOD: Ongoing

KENAITZE INDIAN TRIBE

Purpose

To assure Kahtnuht'ana Dena'ina thrive forever.

Kahtnuht'ana Dena'ina Values

These are the beliefs and principles that define our people and will assure our future as tribe:

- Family: honoring and sustaining health and happiness of family as a first responsibility
- Stewardship: respectful use of land, resources and all creations
- Spiritual Beliefs: acknowledging the existence of a higher power and respecting spiritual beliefs
- Education: passing down cultural knowledge and traditions and supporting formal education

Vision

By 2025, Dena'ina are prosperous, healthy, and culturally strong

- We will work toward united effort with Native organizations and other governments that impact our people
- We will develop and implement a tribal education system
- We will live our traditional values and practices
- We will empower our sovereignty
- We will achieve self-sufficiency
- We will strive for excellence in all of our programs
- We will elevate the health status of our people

POSITION SUMMARY

Individual Skill Providers (ISPs) provide behavior modification and skill development to Severely Emotionally Disturbed youth in the school setting. They teach skills so clients served will achieve the desired outcomes listed in their treatment plan in areas of social and recreational activities, safety and problem solving, and academic achievement. Hours vary depending upon location and need, but are typically regular and consistent following school hours and days. The ISP is accountable to insure that documentation notes meet standards as specified in grants and contracts, applicable professional statutes and regulations, KIT policies and procedures and professional ethics and is completed in a timely manner. The ISP is responsible for maintaining an on-going positive relationship with schools and other agencies within the Kenaitze Indian Tribe's service delivery system.

QUALIFICATIONS

(Consideration may be given for equivalent knowledge, skills, abilities, education, and experience)

- Minimum age of 18.
- High School Diploma or General Education Degree (GED).
- General understanding of drug and alcohol abuse and treatment, mental illness, FASD, mental and physical disabilities affecting clients, domestic violence, and child abuse, or a willingness to learn.
- Demonstrate cross cultural competence.
- Good oral and written communication skills.
- Ability to lift program materials weighing up to 30 pounds.
- Ability and willingness to be on feet, bend and/or squat frequently.
- Ability and willingness to work outdoors during client recess and evacuation times.
- Current Alaska Driver's License and good driving record.
- Must pass required background check.

ESSENTIAL FUNCTIONS

- Provide direct supervision and intervention to individual clients who have various behavior issues in school settings in accordance with KIT as well as school policy and procedures.
- Document through progress notes on a daily basis client's behavior, staff interventions, and client responses.
- Ensure that notes are following Medicaid requirements (date, time, place, units, DAP format.)
- Provides support of the financial and reimbursement requirements including support coding and billing functions.
- Keep case records up to date, comprehensive in nature and in accordance with agency and Medicaid standards.
- Promotes good relations with staff, schools, and community agencies.
- Maintains confidentiality in accordance with KIT and NFC policy.
- Other duties as assigned.

This Job Description reflects Kenaitze Indian Tribe's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and qualifications of the job.

Employee Name (printed): _____ Date: _____

Employee Signature: _____

Supervisor Signature: _____ Date: _____