



## COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

P.O. Box 33

Fort Yukon, AK 99740

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

### **POSITION TITLE: BEHAVIORAL HEALTH AIDE TRAINEE**

#### **POSITION SUMMARY:**

The Behavioral Health Aide Trainee works under the direct supervision of the Behavioral Health Program Manager and BH Clinician/Director and is expected to work independently.

The BHA Trainee will participate in coordinating and teaching prevention and resiliency to youth and adults throughout the Council of Athabascan Tribal Governments service area. The BHA Trainee will work with the Behavioral Health staff to identify and/or develop age-appropriate, culturally relevant curriculum for community groups, school classes (grades K-12), youth summer activities, with other duties as assigned.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

Work with Behavioral Health Program Manager and Clinical Supervisor to obtain Behavioral Health Aide I certification within two years

Provide community outreach and prevention education including healthy activities for youth

Work with Behavioral Health Program Coordinator to facilitate outreach activities

Work with the Behavioral Health Department to complete age-appropriate and culturally relevant suicide prevention and wellness curriculum

Work with Behavioral Health Department to implement an alcohol and substance abuse prevention program

Share information with community agencies and organizations to develop suicide prevention and intervention protocols

Provide administrative support for travel and purchasing needs

Attend weekly meetings with Supervisor

Required to turn in a daily activity log with timesheet

Abide by CATG Policies & Procedures at all times

Other duties as assigned

#### **KNOWLEDGE AND SKILLS**

Knowledge of or ability to learn and provide, suicide prevention and intervention

Knowledge of or ability to learn and teach resiliency or strategies to promote wellness

Knowledge of cultural considerations in relation to Behavioral Health

Knowledge of customer service and concepts

Skill in oral and written communication.

Skill in working independently, multitasking, prioritizing projects, meeting deadlines and maintain confidentiality.

Skill in establishing and maintaining cooperative working relationships with others.

Skill in and ability to cultivate respectful and collaborative working relationships with individuals in the community.

Skill in operation a computer utilizing a variety of software applications.

Ability to take direction and work with a team

**MINIMUM EDUCATION QUALIFICATION**

High School Diploma or GED equivalency.

**MINIMUM EXPERIENCE QUALIFICATION**

Non-Supervisory- one (1) year performing duties similar to those in this description. An equivalent combination and/or training may be substituted for experience.

Experience teaching or doing other educational outreach and working with youth and elders.

**ADDITIONAL REQUIREMENTS**

Ability and willingness to travel in small aircraft to villages within the Council of Athabascan Tribal Governments service area.

**OTHER:**

Prefer candidate with experience working with or for an Indian Tribe or Tribal Organization.

Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random testing thereafter.

Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. CATG is an at-will employer.

Selected Applicant **MUST** be fully vaccinated and show proof of COVID-19 Vaccination Card.

<b>Title:</b>	<b>Behavioral Health Aide Trainee</b>
<b>Location:</b>	<b>Venetie, AK</b>
<b>Supervision:</b>	<b>CATG Behavioral Health Program Manager</b>
<b>Classification:</b>	<b>Regular Full-Time w/Benefits</b>
<b>Salary:</b>	<b>DOE</b>
<b>FLSA:</b>	<b>Non- Exempt</b>
<b>Approved Date:</b>	<b>October 29, 2015</b>
<b>Position Closes:</b>	<b>Open until filled</b>
<b>Contact:</b>	<b>Andrea Peter, CATG HR Director 907-662-7534</b>
<b>TELEWORK-</b>	<b>NO</b>

Signature of Employee: \_\_\_\_\_