

EDITED KSAPC LISTING

CLASSIFICATION: Native American Spiritual Leader

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of Native American ceremonies or cultural events and traditions, in order to provide spiritual guidance and programs to Native American population within the institution.
K2.	Basic knowledge of factors involved in the development of behavior problems and methods of rehabilitation including mental disorders and the principles of mental hygiene in order to address pastoral needs in the spiritual therapeutic process.
K3.	Basic knowledge of legal matters and Institutional policy and procedures, to ensure compliance with federal laws, state mandates/directives and institutional safety and security.
K4.	Comprehensive knowledge of pastoral counseling, in order to provide spiritual and moral guidance and direction.
K5.	Basic knowledge of computers and printers, including Excel and Microsoft Word, in order to complete office documents (e.g., memorandum, chapel schedule, ducat list, etc.) to meet administrative requirements.
K6.	Basic knowledge of Institutional practices and policies, in order to develop and facilitate programming appropriate to the level of security of the institution.
K7.	Comprehensive knowledge of sacred Native American spiritual items, in order to educate youthful/adult offenders and institutional personnel.

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KSAPC Statements	
Ability to:	
A1.	Organize, prepare, and conduct Native American ceremonies, and cultural events including, but not limited to, lessons on ethics, spirituality/religion, traditions, sweat lodge ceremonies and sacred music, in order to provide effective worship services and instruction in the faith.
A2.	Instruct activities in Native American music and in the oral tradition of native language, history and story telling, etc., to educate and preserve Native American traditions and to enhance youthful/adult offender's spiritual growth and well-being.
A3.	Counsel institution residents and their families on moral and ethical problems, in order to provide for the spiritual and moral rehabilitation of offenders and support of family needs.
A4.	Establish rapport with institution residents, in order to optimize religious program participation, effectiveness and to enhance institutional goals.
A5.	Analyze situations accurately and adopt an effective course of action, in order to carry out daily duties and responsibilities and to enhance safety and security of the institution.
A6.	Maintain confidentiality and protect sensitive data, in order to comply with departmental policy.
A7.	Interact with a variety of people (employees, youthful/adult offenders, family members, etc.), in order to enhance religious programming and spiritual growth.

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KSAPC Statements	
S1.	Communicate effectively both orally and in writing to enhance inmate/staff relations and to provide pastoral counseling and instruction.
S2.	Utilize computer programs (e.g., Excel, Microsoft Word and SOMS, etc.), in order to complete office documents (e.g., memorandum, chapel schedule, ducat list, etc.) to meet administrative requirements.
S3.	Effectively identify and mitigate diverse and/or conflicting views and priorities, with sensitivity and impartiality to achieve a timely resolution.
S4.	Establish and maintain physical and social boundaries, in order to adhere to professional standards of ethical behavior.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
PC1.	Must show that he/she embodies fundamental Native American cultural/spiritual values with ability to effectively teach these values and instill them in others
PC2.	Ability to work in the cross-cultural institutional setting
PC3.	Insight into the factors involved in the development of behavior problems
PC4.	Demonstrate aptitude for working effectively with an interest in the welfare and spiritual needs of institution residents
PC5.	Emotional stability
PC6.	Adaptability
PC7.	Firmness
PC8.	Patience
PC9.	Self-control
PC10.	Tact
PC11.	Good communication skills
PC12.	Neat personal appearance
PC13.	Good judgment in moral, ethical and spiritual matters