
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
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Karuk Tribe**Administrative Office**

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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

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Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

- Title:** Sipnuuk Library Assistant
- Reports To:** Sipnuuk Division Coordinator
- Location:** Happy Camp, CA
- Salary:** \$12.00 per hour
- Classification:** Part Time (8 hours/week), Temporary Grant Funding through 9/30/2018, Non Exempt

Summary: Under the supervision of the People's Center Coordinator, and working in cooperation with the Sipnuuk Division Coordinator, this position is based at the People's Center in Happy Camp. The Sipnuuk Library Assistant will perform a wide variety of responsible clerical and other specialized Karuk Tribal Library duties relative to the general operation of a tribal public library, and to related work as assigned. These duties will include supporting library staff, assisting library patrons, managing the library collection, computer/research work. This position will also support the Digital Librarian in the planning and implementation of the Sipnuuk Digital Library, Archives and Museum. The Sipnuuk Assistant will complete all necessary trainings and become proficient in the specific skills needed to implement their role in the project, as well as monitor collections and train youth and community members on how to use the database and software. They will work flexibly and communicate regularly in a multi-institutional team environment.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: dlbernal@karuk.us

POSITION DESCRIPTION

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Reports To:	Sípnuuk Division Coordinator
Location:	People's Center, Happy Camp, CA
Salary:	\$12.00 per hour
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Responsibilities:

1. Assist patrons in becoming familiar with locating print and non-print resources.
2. Assist patrons in learning basic library skills, and selection of literature, reference materials, and a variety of media.
3. Assist patrons in the circulation of library materials, use of the online catalog, and use of online database resources.
4. Check books and other materials in and out, processes interlibrary loans.

5. Process existing and new library materials.
6. Assist in keeping the library clean and orderly, including shelving books and other media.
7. Shall assist with planning the Sípnuuk Digital Library, Archives and Museum (Sípnuuk).
8. Shall participate actively in trainings provided and become proficient in the skills needed. This may require self-initiated and self-motivated practice and study to master the new skills.
9. Shall process content to be included in Sípnuuk.
10. Shall respond professionally and timely to all correspondence.
11. Shall work productively and actively participate in a team-based environment.
12. Shall report to supervisor and Sípnuuk Digital Librarian in detail on progress with tasks and challenges that may arise.
13. Shall assist youth, Elders, community members and coworkers in learning how to use and contribute to Sípnuuk.
14. Shall assist with outreach activities to promote the project and its use.
15. Shall attend all required meetings and functions as requested.
16. Shall be available for local and out of the area travel as required for job related training.
17. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Good computer skills and experience, and high comfort level in communicating via and working with technology.
6. Have the ability to work independently and in a team.

Requirements:

1. Must have the ability to operate computer equipment, library media equipment and other office machines.
2. Must possess valid driver's license, good driving record, and proof of insurance and reliable transportation. Must be insurable by the Tribe's insurance carrier.
3. Must adhere to confidentiality and HIPAA policies.
4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
5. If working with sensitive cultural content, must be culturally qualified to view/access those materials.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: March 31, 2016; Revised: February 23, 2017

Chairman's Signature: _____

Employee's Signature: _____