
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Natural Resources Technician I

This is a full-time position based in **Orleans**. The Natural Resources Technician I, shall work under the supervision of Department Division Coordinators or designee as assigned, to carry out grant/assignment related technical duties. The Natural Resources Technician I, shall work with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. This position may serve in the capacity of Cultural Resources Technician I, if qualified, so long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Please see the position description below for a list of position requirements. Additionally, an application checklist has also been provided to assist you with presenting a complete and successful application.

Application Deadline: February 19, 2018 at 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ 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) 493-1611, Email: tparry@karuk.us.

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

POSITION DESCRIPTION

Title: Natural Resources Technician I

Reports To: Director of Natural Resources and Environmental Policy, or designee

Location: Department of Natural Resources, Orleans, California

Classification: Seasonal, On-Call, Non- Exempt

Wage: \$12.00-\$16.00

Summary: The Natural Resources Technician I, shall work under the supervision of Department Division Coordinators or designee as assigned, to carry out grant/assignment related technical duties. The Natural Resources Technician I, shall work with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. This position may serve in the capacity of Cultural Resources Technician I, if qualified, so long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Responsibilities:

1. Shall be responsible for the fulfillment of Technician duties associated with grant deliverables funding the position as directed.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively participate in shared learning activities and engage in career development opportunities as directed.
4. Shall work productively and actively participate in a team-based environment.
5. Shall acquire data collection skills and techniques as required and implement daily programmatic work routine as well as assist Technicians II and III with completing these tasks.
6. Shall work with technical service providers to collect and upload field data for data management and reporting purposes.
7. Shall maintain necessary documentation of work performed.
8. Shall be available for local and out of the area travel as required.
9. Shall attend all required meetings and functions as requested.
10. Shall be polite and accept other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Education and/or experience:
 - a. High school diploma or equivalent; or
 - b. Three (3) years high school education and two (2) years' work experience; or
 - c. An equivalent combination of education and related experience will be considered for all grades.
2. Must have ability to lift and move equipment and supplies weighing up to 35 pounds; to walk long distances, sometimes in steep and brushy terrain; to work outdoors; and to engage in sustained physical labor.
3. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
4. Must be punctual when assigned, have a good work ethic, and work well without direct supervision.
5. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
6. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
7. Must adhere to the policies and procedures of the Karuk Tribe.

Physical and Environmental Requirements:

1. Ability to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
2. Ability to lift and carry equipment and supplies weighing up to 35 pounds, and to walk up to 10 miles in a day.

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: 02/01/2018

Chairman's Signature: _____

Employee's Signature: _____