
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

Vacancy Announcement

Title: Youth Education & Outreach Services Specialist

Reports To: Pikyav D.V. Services Program Coordinator

Location: Based in Orleans with regular travel within the Tribes service area.

Salary: \$12.00 - \$16.00 per hour (DOE)

Classification: Part Time (20 hrs. per week), Regular, Non Exempt, Non-Entry
Level/Grant Funded (09/30/2017)

This position will serve youth from the Tribes rural Communities impacted by community, domestic and or family violence, youth engaging in substance use and youth struggling in school. The position will work closely with the Pikyav D.V. Services Program Coordinator, Judicial Administrator, staff & schools to provide education and outreach activities in the communities and schools as well as facilitate boys and girls talking circles and peer to peer counseling.

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.

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POSITION DESCRIPTION

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Responsibilities:

1. Shall plan and implement community outreach and educational events.
2. Shall facilitate boys and girls talking circles and peer to peer counseling.
3. Shall conduct youth interventions/assessment of victims' needs for service.
4. Shall make appropriate referrals to relevant programs or agencies.
5. Shall assist youth and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
6. Shall accompany youth victims of crime to applicable court appearances.
7. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork assigned by Program Coordinator.
8. Shall build relationships with community youth-serving organizations.
9. Shall coordinate with youth, their parents, and other stakeholders to deliver culturally suitable materials, services, training & educational opportunities pertaining to building healthy relationships and peaceful homes.
10. Shall assist the Judicial Administrator and Program Coordinator in meeting grant requirements.
11. 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 youth and family members 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. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
6. Experience in crisis intervention and making referrals for services.
7. Strong organizational skills.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.
9. Ability to work in a team, problem solve as a team/collaborate.
10. Ability to advocate for youth to ensure their best interests is met.
11. Ability to seek out resources for youth (knowledge of who to call for resources).

Requirements:

1. Must possess high school diploma and equivalent 3 years specialized experience assisting professionals in one or more social programs such as family services, child services, substance abuse programs. Juvenile corrections programs or domestic violence services program or shelter.
2. Must be a self- starter, well organized, and willing to learn new skills.
3. Must be able to prioritize duties and ensure timely completion of tasks.
4. Must have demonstrated ability to speak clearly and assertively in a face- to -face, as well as telephone communications.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must have completed 40 hours of domestic violence advocacy training, mandated reporter training and CPR/First Aid or be willing to complete all trainings within 30 days of hire.
7. Must adhere to Tribes and Programs confidentiality policy.
8. Applicants must demonstrate in their applications familiarity and experience working with youth who have issues related to domestic violence, sexual assault, stalking, family violence, bullying and child abuse and neglect.
9. Applicants must demonstrate in their applications experience working effectively with youth in crisis situations.

10. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.
11. Ability to build partnerships with stakeholders across multiple organizations and systems locally, regionally, statewide and nationally.
12. Experience in grassroots organizing and advocacy preferred.
13. Must successfully pass a pre-employment drug screening test.
14. Must adhere to an investigation of character as required by the **Indian Child Protection and Family Violence Act**. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: April 30, 2015

Chairman's Signature: _____

Employee Signature: _____