
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: K-12 Environmental Education Division Coordinator
Reports To: Pikyav Field Institute Program Manager, or designee
Location: Department of Natural Resources, Orleans, California
Supervises: Division employees, as assigned; Volunteers and youth on an interim basis
Classification: Non-Exempt, Full-time, Non-Entry Level
Salary: \$21.00 to \$25.50 per hour, depending on education, experience and funding availability
Summary: Shall work under the supervision of the Pikyav Field Institute Program Manager, or whom they designate, to coordinate and assume responsibility for the Karuk Tribe's K-12 Environmental Education Division activities. This position will serve as the tribal consultant to local schools for lessons, materials and grant-funded projects pertaining to Native American traditional ecological knowledge; shall further develop, promote and implement the Karuk Tribe's Nanu'avaha: K-12 Native Food System Curriculum (Nanu'avaha); support collaborations with other tribes and academic institutions to implement culturally appropriate environmental educational activities as directed; work with school administrations and Indian Parent Committees to implement Nanu'avaha lessons at local schools in all grade levels; and coordinate with the Education Department on delivery of education programs beyond the scope of environmental education based curricula as appropriate. This position may serve in the capacity of the Environmental Workforce Development and Internships Division Coordinator and/or Environmental Higher Education and Research Division Coordinator in the absence of these positions as long as funding is available and 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.

Application Deadline: February 28, 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. 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

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POSITION DESCRIPTION

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Responsibilities:

1. Shall carry out K-12 Environmental Education Division (Division) functions within the Eco-Cultural Revitalization Branch (Branch) of the Department of Natural Resources (Department).
2. Shall lead the development and implementation of the K-12 Environmental Education curriculum.
3. Shall develop, maintain and implement MOAs between the Department and local school districts as appropriate.
4. Shall work with teachers and principals to infuse culturally appropriate Environmental Education into all subject areas with an emphasis in science, language arts, social studies, and health.

5. Shall maintain an events/activities calendar for tribal and partner organization activities performed in relation to all aspects of the Division that occurs within Karuk Aboriginal Territory and homelands, and shall provide these to local schools and the Karuk Tribe's Education Department for outreach and scheduling purposes.
6. Shall work with Sípnuuk Division to establish, maintain and enlarge the Tribe's collection of learning materials pertinent to environmental education.
7. Shall conduct workshops for teachers and volunteers to enlarge and reinforce understanding and appreciation of the Nanu'ávaha Curriculum, Karuk traditional education methods, and traditional ecological knowledge.
8. Shall coordinate and oversee activities of Cultural Practitioner guest speakers during lessons; evaluate work of Cultural Practitioners who most effectively lead students in classroom and field trip activities..
9. Shall serve as the tribal consultant to local schools and other agencies and committees for all lessons, materials and activities pertaining to Native American environmental education.
10. Shall coordinate non-classroom supplementary learning experiences for student groups, including field trips and outdoor education classes, in support of environmental education.
11. Shall ensure all travel, purchases, contracts, etc. are authorized expenditures and coded to appropriate budget and line item for Division.
12. Shall work with contractors, partner organizations intra-departmental programs and associated participants to maximize synergies among division objectives.
13. Shall coordinate related activities with other Department Branches and Divisions as appropriate.
14. Shall develop and implement survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with K-12 Environmental Education Division actions and activities.
15. Shall present updates to Pikyav Field Institute Program Manager, Karuk Education Committee, School Boards, Indian Parent Committees and Tribal Council as requested.
16. Shall conduct education/outreach media as opportunities arise.
17. Shall complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
18. Shall seek additional funds to support full range of opportunities to meet of the Division's goals and objectives.
19. Shall attend all meetings, trainings, and workshops as required.
20. Shall consult with Pikyav Field Institute Program Manager and/or Deputy Director of Eco-Cultural Revitalization regularly..

21. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Credentials in teaching at the primary and/or secondary level preferred.
2. Demonstrated ability to work effectively with researchers, educators, agency personnel, and the greater community in culturally diverse environments. Must be able to complete required training, and travel for extended periods as needed.
3. Demonstrated proficiency in Microsoft Office programs, such as Excel, PowerPoint, Publisher, and Word, and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
4. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.
5. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public.
7. Experience related to traditional food procurement, processing, and preservation preferred.
8. Experience and knowledge related to traditional land management preferred.
9. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
10. Displayed ability to establish and maintain harmonious working relationships with other employees and the public.
11. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in Education, Nutritional Health, Native American Studies, English, Natural Resources or related field and one (1) year experience with six (6) months supervisory experience; or
 - b. An equivalent combination of education and related experience will be considered.
2. Minimum of two (2) years' experience working with Native American youth.
3. Must have baseline knowledge of Karuk culture and traditions.
4. Must be able to complete required training and travel for extended periods as needed.
5. Minimum one (1) year experience in supervising and personnel management.

6. Must be proficient in use of Microsoft Excel and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
7. Minimum of one (1) year experience in grant writing and demonstrated success in securing grant awards preferred.
8. 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.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test and criminal background check, as well as meet the public health requirements of our partnering educational institutions.
11. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy, if applicable.
12. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
13. Must adhere to the policies and procedures of the Karuk Tribe.

Physical and Environmental Requirements: Must be able to travel and work up to 4 hours per day teaching K-12 grade lessons at all schools located in the Karuk service areas.

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: October 5, 2016; revised September 6, 2017; updated **January 25, 2018;**
February 15, 2018

Chairman's Signature: _____

Employee's Signature: _____