
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: Support Services Specialist

Reports To: Domestic Violence Services Program

Coordinator

Location: Happy Camp or Orleans

Salary: \$ 15.00 -\$19.00 per hour (DOE)

Classification: Full-time (40 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded(09/30/2020)

Application Deadline: Open Until Filled

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

Title: Support Services Specialist
Reports To: Domestic Violence Services Program Coordinator
Location: Happy Camp or Orleans
Salary: \$15.00 - \$19.00 per hour (DOE)

Classification: Full Time (40 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded(09/30/2020)

Responsibilities:

1. Shall be available to assist victims as needed.
2. Shall conduct intake/screening of victims' needs for service.
3. Shall assist victims in the completion of applications and other paperwork needed to obtain services.
4. Shall assist with safety planning.
5. May assist with obtaining orders of protection.
6. May accompany victims to appropriate court appearances.
7. May provide crisis intervention as needed during business work hours
8. Desire someone with understanding of, client record keeping, and program implementation.
9. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork assigned by Program Coordinator.
10. Shall assist program coordinator in coordinating day to day receipt of donations and coordinate the procurement of supplies.
11. Shall assist the Program Coordinator in meeting grant requirements.

12. 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. 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 providing support services 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 client to ensure their best interests is met.
11. Ability to seek out resources for clients (knowledge of who to call for resources).

Requirements:

1. Must possess high school diploma and 1 year specialized experience working 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. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in a face- to -face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must have completed a domestic violence advocacy training or be willing to complete a course within 30 days of hire.
6. Must adhere to confidentiality policy.

7. Must demonstrate familiarity and experience working with clients who have issues related to domestic violence, sexual assault, stalking and abuse.
8. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.
9. Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
10. Must successfully pass a pre-employment drug screening test.
11. 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: October 2009; Updated September 30, 2013; December 30, 2014, July 14, 2016, February 22, 2018, April 12, 2018, June 14, 2018

Chairman's Signature: _____

Employee's Signature: _____