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**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

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## VACANCY ANNOUNCEMENT

- Title:** Pikyav D.V. Services Program Coordinator
- Reports To:** Judicial Administrator
- Location:** Happy Camp, Orleans
- Supervises:** Orleans, Happy Camp and Yreka Domestic Violence Services Specialists
- Classification:** Full Time Regular, Non-Exempt
- Salary:** \$39,000 to \$42,000 depending on experience
- Summary:** Pikyav Domestic Violence (D.V.) Services Program Coordinator shall be responsible for assisting the Administrator in insuring that all aspects of the Pikyav Program and the D.V. Transitional House are operating effectively and efficiently and shall be responsible for such administrative duties as may be delegated by the Administrator. The Coordinator will work each week with and in each community to develop education and prevention campaigns that are designed to inform members of the tribal community about teen/dating violence, stalking, domestic violence (D.V.), sexual assault(S.A.) and increase the community's awareness about the needs of the youth and children who have witnessed domestic violence. The Coordinator will act as a clearinghouse of information on available area resources that might be accessed to assist those in need of services. Position is dependent on support funding and will require acquisition of continued, additional, and subsequent funding.

### **Application Deadline: March 26, 2018 at 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: [tparry@karuk.us](mailto: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](http://www.karuk.us) and click on the TERO page**

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## Administrative Office

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## POSITION DESCRIPTION

**Title:** Pikyav D.V. Services Program Coordinator

**Reports To:** Judicial Administrator

**Supervises:** Orleans, Happy Camp and Yreka Domestic Violence Services Specialists

**Salary:** \$39,000- \$42,000 depending on experience

**Location:** Happy Camp, Orleans

**Summary:** Pikyav Domestic Violence (D.V.) Services Program Coordinator shall be responsible for assisting the Administrator in insuring that all aspects of the Pikyav Program and the D.V. Transitional House are operating effectively and efficiently and shall be responsible for such administrative duties as may be delegated by the Administrator. The Coordinator will work each week with and in each community to develop education and prevention campaigns that are designed to inform members of the tribal community about teen/dating violence, stalking, domestic violence (D.V.), sexual assault(S.A.) and increase the community's awareness about the needs of the youth and children who have witnessed domestic violence. The Coordinator will act as a clearinghouse of information on available area resources that might be accessed to assist those in need of services. Position is dependent on support funding and will require acquisition of continued, additional, and subsequent funding.

**Classification:** Full Time, Regular, Non-Exempt

### Responsibilities:

- 1) Supervision of Domestic Violence Services Specialist, and other staff that may be hired in the future.
- 2) Shall assist Administrator in, designing and implementing policies, procedures, and protocols of the Pikyav Program; assist with program planning, development, and implementation and program evaluations.
- 3) Shall assist Administrator in, management of the Program budget; identify resources for funding and technical assistance; and the submission of proposed budgets and reports of expenses and expenditures to the Tribal Council, at such intervals and in such form as may be prescribed by the Tribal Council.
- 4) Coordinate regular meetings and planning functions with the Pikyav Advisory Committee

- 5) Acts as D.V. /S.A. Program liaison for the Tribal Judicial System Administration, between the Tribe staff, Domestic Violence Councils, schools, and other community service providers.
- 6) Remains abreast of any changes in the state-of-the-art best practices as it relates to service delivery and coordination of services to Tribal communities.
- 7) Assists with culturally suitable training for court program staff and the community on topics relevant to domestic violence and sexual assault provide Information and referral, Make appropriate referrals to Batterer Intervention Programs, Social Services, and other programs and Coordinate services with Legal Aid and Victim Services.
- 8) Provides Prevention Education Programs and Outreach to the schools such as, anger management & conflict resolution, self esteem, healthy relationships, grief and loss, communication techniques.
- 9) Develops relationships with federal, tribal, state, county D.V. /S.A. programs.
- 10) Develops educational materials for outreach campaign such as brochures and flyers.
- 11) Attends mandatory OVW-designated technical assistance & capacity building activities.
- 12) Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- 13) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

- 1) Demonstrate 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) B.A. Degree in Education, Social Work or related field; OR progressively responsible work experience in a similar occupation may be substituted for the educational requirement.
- 2) Extensive knowledge of and experience with domestic violence issues.
- 3) Must possess or be willing to obtain a minimum of 40 hours of specialized domestic violence-related training.

- 4) Must have working knowledge of court procedures
- 5) Must have the ability to apply common sense understanding to carry out instructions furnished in written and/or oral form.
- 6) Must have the ability to make logical decisions and deal with problems involving concrete variables in standardized situations.
- 7) Must have the ability to be flexible.
- 8) Must have the ability to operate a computer to create documents and correspondence utilizing e-mail.
- 9) Must have a valid driver's license and good driving record.
- 10) Must be able to work well with the public.
- 11) Must adhere to confidentiality and HIPAA policies.
- 12) Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**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: February 25, 2010; Revised March 2, 2017; Revised March 16, 2017**

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_