

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

- Title:** Summer Youth Outreach Worker
- Reports To:** Victim Services Program-Advocate I
- Location:** Orleans and Yreka
- Salary:** \$12.00 per hour
- Summary:** The Summer Youth Outreach worker under the supervision of the Program Advocate I will assist in preparation and distribution of outreach and educational material at various community events and or to various agencies and community businesses.
- Classification:** Two positions available for Temporary (July 31-August 31);
Part Time 16-20 hours week.(Orleans(may travel to Happy Camp) and Yreka(may travel to Happy Camp))

Application Deadline: July 25, 2018 by 5 PM

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 X 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: Summer Youth Outreach Worker

Reports To: Victim Services Program-Advocate I

Location: Orleans and Yreka

Salary: \$12.00 per hour

Classification: Two positions available for Temporary (July 31-August 31);
Part Time 16-20 hours week.
(Orleans(may travel to Happy Camp) and Yreka(may travel to
Happy Camp)

Summary: The Summer Youth Outreach worker under the supervision of a
Program Advocate I will assist in preparation and distribution
of outreach and educational material at various community
events and or to various agencies and community businesses.

Responsibilities:

1. Shall punctually and reliably report to work.
2. Shall work with and communicate with a variety of community members of multiple age groups.
3. Shall assist in the preparation and implementation of daily/weekly schedules of outreach activities for the program.
4. Shall be available to attend events such as but not limited to the Fathers Day Parade, Tribal Reunion, Salmon Festival and the Siskiyou County Fair Booth(August 8-12, 2018)
5. Shall set up/ take down equipment as required for outreach events.
6. Shall assist the Program Advocate I as needed.

7. Shall assist Program Advocate I in transportation, set up and distribution of education materials and cleanup of display areas after outreach event.
8. Shall assist in recording daily, weekly and monthly reports as is requested.
9. Shall be available for out of area travel.
10. Shall create activity reports and articles for the tribal newsletter regarding the summer outreach/education program.
11. Shall be polite and maintain a priority system in accepting 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.

Requirements:

1. Must be willing to complete 16 hours of online training relevant to the program.
2. Must have demonstrated ability to work with multiple age groups of community.
3. Must have basic computer skills and ability to produce brochures, flyers, and other marketing materials.
4. Must be able to report to work consistently and on time.

5. Must have an excellent work ethic and ability to work well with little supervision.
6. Must have the ability to read and write and understand both verbal and written instructions.
7. Must be able to use computer.
8. Must successfully pass a drug screening test and submit to a criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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: July 19, 2018

Chairman's Signature: _____

Employee's Signature: _____