
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: TERO/Child Care Program Deputy Assistant

Reports to: TERO/Child Care Director

Location: Happy Camp Administration Office

Salary: \$12.00 - \$18.00 per hour DOE

Summary: The TERO/Child Care Program Deputy Assistant shall work directly with the TERO/Child Care Director and will assist in a variety of functions including but not limited to; clerical duties, attending meetings, taking minutes, filing, answering phones, taking messages, making copies, faxing, sending correspondence, data entry, determining eligibility for federal programs, monitoring contractors, monitoring application screenings, monitoring interviews and delivering mail.

The Deputy Assistant will be trained to perform the duties of the TERO Director when designated or when the TERO Director is out of the area. The TERO Deputy Assistant will be trained to assist the TERO Director to ensure that all Tribal departments, programs, sub-entities, and their contractors comply with all applicable Tribal, Federal, and State employment laws, including the Tribal Employment Rights Ordinance (TERO), the Indian Preference Act and the Workforce Protection Act (WPA). Shall also be familiar with administering the BIA-funded Adult Vocational Training (AVT) Program and the DHHS-CCDF funded Childcare Program.

Classification: Part Time, 20 hours per week, Regular, Non-Exempt, Non-Entry Level

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 Resource Director, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611 E-mail: dlbernal@karuk.us

POSITION DESCRIPTION

Position Description

Title: TERO/Child Care Program Deputy Assistant

Reports To: TERO/Child Care Director

Location: Happy Camp Administration Office

Salary: \$12.00 to \$18.00 per hour DOE

Classification: Part Time, 20 hours per week, Regular, Non Exempt, Non Entry Level

Summary: The TERO/Child Care Program Deputy Assistant shall work directly with the TERO/Child Care Director and will assist in a variety of functions including but not limited to; clerical duties, attending meetings, taking minutes, filing, answering phones, taking messages, making copies, faxing, sending correspondence, data entry, determining eligibility for federal programs, monitoring contractors, monitoring application screenings, monitoring interviews and delivering mail.

The Deputy Assistant will be trained to perform the duties of the TERO Director when designated or when the TERO Director is out of the area. The TERO Deputy Assistant will be trained to assist the TERO Director to ensure that all Tribal departments, programs, sub-entities, and their contractors comply with all applicable Tribal, Federal, and State employment laws, including the Tribal Employment Rights Ordinance (TERO), the Indian Preference Act and the Workforce Protection Act (WPA). Shall also be familiar with administering the BIA-funded Adult Vocational Training (AVT) Program and the DHHS-CCDF funded Childcare Program.

Responsibilities:

1. Shall greet and direct visitors in a friendly and helpful manner.
2. Shall receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall log incoming and outgoing correspondence into proper files and/or database.
4. Shall maintain and /or update paper files and records on computer database as required.
5. Shall assist with documents for preparations for Newsletter articles, Council reports, TERO Commission meetings, grievance investigations, TERO hearings, contracts and other meetings.
6. Shall be trained to stock vending machines as necessary.
7. Shall provide clerical support in the coordination of collaborative projects with other tribal programs and departments including meeting logistics, note taking, copying, faxing, shredding, and filing.
8. Shall become knowledgeable and familiar with the WPA/TERO ordinance and other program policies and shall assist in monitoring activities such as application screenings, interviews, child care home visits, TERO wage monitoring, contract monitoring, Tribal OSHA standards and other activities that TERO is responsible for.
9. Shall be willing to participate in various types of job skill training such as computer classes, interviewing skills, resume preparation, etc. if offered.
10. Shall be available for local and out of the area travel as required for job related trainings or out of the area meetings. Shall attend all required meetings and functions as requested.

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

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse and demanding 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.

Requirements:

1. Must have High School Diploma or GED. Documented continuing education credits or educational degree will be given priority.
2. Knowledge of contracting and compliance monitoring required.
3. Must possess the potential to be trained to competently learn and perform all tasks listed in this position description.
4. Must have previous office experience.
5. Must have medium to advanced computer skills to complete required duties.
6. Must demonstrate knowledge of Federal/Tribal employment and contracting laws and regulations.
7. Must demonstrate strong communication skills both oral and written.
8. Must demonstrate excellent customer service skills.
9. Must adhere to confidentiality policy.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier and have reliable transportation.
11. Must successfully pass a pre-employment drug and alcohol 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: May 23, 2013

Chairman's Signature: _____

Employee's Signature: _____

