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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:** Tribal Cultural Monitor

**Reports to:** THPO or designee

**Location:** Various locations within Karuk Aboriginal Territory and Tribal lands as needed

**Salary:** \$16.00 to \$20.00 per hour depending on experience

**Classification:** Temporary On-Call

**Summary:** This is an on-call development/construction monitor position. The monitor will serve as a cultural ambassador, to minimize the potential for inadvertent impacts to tribal archaeological sites, cultural resources, and values. Karuk Tribal Cultural Monitors will be watching over all ground disturbing activity including, but not limited to: mass grading, weed abatement, trenching, and any excavation on previously disturbed and undisturbed ground. Cultural Monitors must have the ability to recognize cultural artifacts, human remains, village sites, midden deposits, and other relevant cultural resources, and will have the training to know who to contact when a significant discovery is made.

**Application Deadline: January 18, 2019 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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**POSITION DESCRIPTION**

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**Responsibilities:**

1. Shall be available with little or no notice as On-Call Monitor to report to project sites.
2. Shall monitor hand and mechanical treatments that involve ground disturbing activities.
3. Shall work together with agency and contractor staff to assess the likelihood of sites within the project area, and report potentially sensitive areas to the Tribal THPO office.
4. Shall serve as on-site adviser with Tribal knowledge about culturally sensitive sites within the project area. Cultural Resources consultation remains the responsibility of the THPO and Karuk Resources Advisory Board.
5. Shall recognize and, where appropriate, exercise the right to stop project activities if culturally sensitive resources are found. This shall be done in consultation with the Project Engineer, and will require THPO notification. In particular, if suspected human remains are found, the County Coroner must be notified. If graves or associated grave goods of Native American origin are identified, the THPO office must be notified.
6. Shall document findings on standard monitor forms, and shall contribute to larger studies based on daily work forms and logs, as appropriate.
7. Shall submit a Bi-Weekly or Daily Activity Log, containing all information as instructed and covered in training sessions. This may be done in electronic form.
8. Shall submit weekly progress reports for larger projects.

9. Shall take photographs, GPS points, video, as appropriate, and ensure that this data is tracked to Daily Activity Logs. Monitor will be issued with equipment for this purpose, such as GPS unit or iPad.
10. Shall wear the necessary personal protective equipment for the activities; normally, at minimum, a hard hat and a reflective vest.
11. Shall be polite, and shall maintain a priority system when accepting other jobs

**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.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Education and/or Experience: High school diploma or two years' work experience, or an equivalent combination of education and related experience.
2. Must attend and complete the Karuk Tribe Cultural Monitor (Heavy Equipment) training sessions.
3. Must be physically fit and able to work long hours in outdoor weather conditions year-round, including extremely low and high temperatures, direct sun, rain, and wind.
4. Must be physically able to meet the physical demands of the project which will sometimes include hill climbing, hiking, carrying equipment in backpacks, lifting, and potentially camping if projects are inaccessible by vehicles.
5. Must have reliable transportation in order to report to the work location every day assigned.
6. Must have ability to pass physical test, administered by Karuk THPO or designated DNR representative.
7. Must pass an enhanced background check, if assigned to KTHA projects.
8. Must have the ability to recognize cultural artifacts, human remains, grave goods, evidence of village sites, etc.
9. Must be punctual when assigned, have a good work ethic, and work well without supervision.
10. Must demonstrate the ability to understand and follow oral and written instructions.
11. 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.
12. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
13. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

policies.

14. Must adhere to the policies and procedures of the Karuk Tribe.

The Karuk Tribe retains the right to change or assign other duties to this position.

**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.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Council Approved: August 1st, 2018.**

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

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