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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 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

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**Vacancy Announcement**

**Title:** Social Worker

**Reports To:** Child and Family Services Program Director

**Location:** Yreka, Happy Camp, Orleans

**Salary:** \$30,000 to \$45,000, depending on experience

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

**Summary:** The Karuk Child and Family Services Program provides counseling and assistance to Tribal members in order to promote stability and a safe environment for Tribal children and their natural families. The Program also provides assistance in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Indian Child Welfare Act. Case management, counseling, and assistance to court dependents are also provided.

The Social Worker will manage a reasonable assigned Child and Family Services ICWA caseload, will take incoming reports of alleged child and/or adult abuse/neglect; Elicit information in the capacity of a mandated reporter. Develop and implement service plans; provide case management services; Manage an active caseload of Tribal children in out of home placements and/or in Tribal FFA (Foster Family Agency) to ensure appropriate placements and the health and safety of Tribal children.

The Social Worker will coordinate and work closely with County agencies such as Child Protective Services, Mental Health, Behavioral Health, Domestic Violence, Law Enforcement, provide information concerning available services; and, will reassess the County and/or Tribal Service Plan to ensure both the family members, the County and/or Tribal Agency Worker are making progress towards achieving goals of the plan on time.

**Application Deadline: May 30, 2017**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/index.php/jobs](http://www.karuk.us/index.php/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/index.php/jobs](http://www.karuk.us/index.php/jobs) or by contacting the HHS Human Resource Director, Telephone (530) 493-1600 ext. 2041 Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us).

## **POSITION DESCRIPTION**

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

**Responsibilities:**

1. Shall determine client's social service needs and develop and carry out comprehensive social service plans.
2. Shall refer clients to other staff members, as necessary; diagnose special client problems, develop and follow through on special client treatment plans.
3. Shall be assigned to manage an active caseload of foster children in Karuk Foster Family Agency.
4. Shall assist clients with the utilization of community resources; interprets rules and regulations and policies for the clients pertaining to Human Services.
5. Shall make necessary home visits to carry out casework assignments.
6. Shall develop and maintain case records and documentation.
7. Shall provide Director with necessary reports as needed.
8. Shall provide community outreach and classes such as but not limited to parenting.

9. Shall attend in-services and other training courses designated to further understanding of Tribal Social Work process.
10. Shall write reports (social services, home studies, reunification, family maintenance, status review, and recommendations) to Tribal and State Courts.
11. Shall attend and appear in all Tribal and State Court Hearings on behalf of the Karuk Tribe.
12. Shall report case assignments and updates to the ICWA Committee.
13. Shall draft Tribal Resolutions for ICWA cases.
14. Routine duties shall include providing social services, and other related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. 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.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a BA/BS Degree in Social Work, Administrative of Justice, Psychology, Sociology or related field or equivalent experience.
2. Three years social work experience in public, Tribal, or private services agency preferred.
3. Experience with Child Welfare and/or Foster Care preferred.
4. Documented experience working with Native American families preferred.
5. Must be able to type at least 45 words per minute and have documented word processing and computer usage experience.
6. Must have the ability to communicate effectively in both oral and written form.
7. Must have demonstrated ability to work with the local Indian community as well as legal and social service agencies.

8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must successfully pass a drug screening test.
11. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.

**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: Revised June 14, 2007**

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

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