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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

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement (Internal)

**Title:** Karuk Tribal TANF Program (KTTP) Family Services Specialist

**Reports To:** KTTP Family Services Manager

**Supervises:** Family Services Assistant, Receptionist

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

**Salary:** \$32,000 to \$43,000 per year, depending on experience

**Classification:** Full time, Regular, Non Entry Level, Non-Exempt

**Summary:** Under direct supervision the Family Services Specialist performs complex and specialized public assistance eligibility and grant determination assignments. Responsible for applying regulations and procedures to determine eligibility for assistance and provides counseling referrals and advice to support the academic, personal and social development of an assigned caseload. Provide oversight, supervision of the Family Services Assistant(s). When necessary be able to manage a caseload for Family Services Assistants or carry a caseload. Responsible for development and ongoing monitoring of participants' progress towards goals established in the family self-sufficiency plans. Maintain confidentiality of all privileged information.

### **Application Deadline: September 10<sup>th</sup>, 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 Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)-437-7888

Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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## POSITION DESCRIPTION

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### Responsibilities:

1. Perform interactive interviews to elicit eligibility information and identify need for public assistance programs and services such as food stamps, child care, food, money management; also to compile information on social, education, criminal, institutional, or drug history.
2. Analyze financial and eligibility information to determine initial or continuing eligibility for multiple aid programs.
3. Explain regulations, rules, and policies to clients and apprise them of their rights, responsibilities, and eligibility for participation.
4. Assist clients with forms and ensure accuracy and completion of application and declaration forms.
5. Resolve discrepancies by securing documentation, medical records, and confirmation from other agencies as needed.
6. Initiate a total household assistance case and develop the case plan with the client.

7. Assess clients' needs for services and help find resources through State, Local, Federal, and Tribal services.
8. Conduct a needs assessment to determine appropriate program activities.
9. Coordinate service delivery systems such as transportation, housing, medical, etc. for the benefit of the client.
10. Act as an advocate for clients in interactions with other service entities.
11. Provide eligibility determination for social or financial services based on income tests.
12. Routine duties shall include providing behavioral health services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
13. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.
14. Is polite and maintains a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse 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.
5. Have the ability to use a variety of computer programs, in particular to understand and operate the KTTP recordkeeping software (TAS), and other software such as Windows XP, Vista, Crystal Reports and MS office Suite applications.

**Requirements:**

1. Bachelor's Degree in Employment and/or Training or related field with 3 years work experience in either a social service field or a public/family assistance program, ***OR*** equivalent experience, education, and training in a related field will be considered.
2. Must be a self-starter, well organized and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in a face-to-face, as well as telephone communications.

4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and HIPAA policies.
6. Must successfully pass a drug/alcohol screen and background investigation.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-O-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: January 26, 2017**

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

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