
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:** Victim Services Program- Advocate I
- Reports To:** Judicial Administrator
- Location:** Based in Orleans or Happy Camp with regular travel within the Tribe's service area.
- Salary:** \$15.00 to \$18.00 per hour, (DOE)
- Summary:** The position will have basic knowledge of the state and tribal justice systems, strong organizational, problem solving and interpersonal skills; ability to identify and be responsive to needs of victims of crimes and relate well to them; ability to demonstrate sensitivity to and establish rapport with victims of crime; ability to exhibit emotional stability under conditions of high stress; ability to understand and apply established program guidelines. In addition, incumbents should be able to effectively interview program participants to obtain and record factual information, communicate effectively both orally and in writing, maintain confidentiality.
- Classification:** Full- Time, Regular, Non Exempt, Non-Entry Level Grant Funded (09/30/2018)

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 Resources Department, Telephone (530) 493-1600 X 2041, Fax: (855) 437-7888, Email:

vsimmons@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 and background authorization 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

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Responsibilities:

1. Shall be responsible for the day-to-day operations of the Victim Assistance Program.
2. May act in the capacity of a victim advocate and liaison to coordinate assistance between Tribal Governments, County and State Agencies, Governments.
3. Shall conduct screenings and assessments of victims' eligibility for service.
4. Shall maintain lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
5. Shall make appropriate referrals to relevant programs or agencies.
6. Shall assist victims of crime and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
7. May accompany victims of crime to appropriate court hearings.
8. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
9. Shall assist the Judicial Administrator in meeting grant requirements, reporting and

data collection as assigned.

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

Qualifications:

1. Have the ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Desire and skill working with a team of professionals in a group decision making environment.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Have the ability to understand and follow oral and written instructions.
6. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
7. Strong organizational skills, able to prioritize duties and ensure timely completion of tasks.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Equivalent to graduation from high school and one year of full time experience providing customer service in a professional office setting; AND either one (1) of the options listed below: · Completion of fifteen (15) semester units of coursework in administration of justice, criminology, psychology, sociology, social welfare, or a closely related field. OR one year experience of para-professional victim services, peer counseling, crisis intervention, social services, health services, or related experience.
2. Must be a self-starter, well organized, and willing to learn new skills.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.

5. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.
6. Must adhere to Tribe's and Program's confidentiality policy.
7. Must successfully pass a pre-employment drug screening test.
8. 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 (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses 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; an offense committed against children.

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: December 30, 2015; Revised November 9, 2017

Chairman's Signature: _____

Employee's Signature: _____