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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



**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:** Missing and Murdered Indigenous People's (MMIP) Administrative Assistant

**Reports to:** MMIP Outreach and Advocacy Coordinator

**Location:** Happy Camp, CA

**Approved Work Location:** Does not qualify

**Salary:** \$25.00-\$30.00 per hour/DOE

**Classification:** Part-time, Regular, Non-Exempt

### **Application Deadline: August 30, 2024 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 Resources Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **Position Description**

**Title:** Missing and Murdered Indigenous People's (MMIP) Administrative Assistant

**Reports to:** MMIP Outreach and Advocacy Coordinator

**Location:** Happy Camp, CA

**Approved**

**Work Location:** Does not qualify

**Salary:** \$25.00-\$30.00 per hour/DOE

**Classification:** Part-time, Regular, Non-Exempt

**Summary:** The MMIP Administrative Assistant under the supervision of the MMIP Outreach and Advocacy Coordinator will be responsible for assisting the development of the Karuk Tribe's project to address the issue of Murdered and Missing Indigenous People. This includes coordination with the Karuk community, various Karuk government departments, contracting partners, law enforcement (tribal, state, and federal) and partnering agencies.

### **Responsibilities:**

1. Assists in developing and maintaining workable relationships with law enforcement agencies on tribal, local, county, state, and federal levels.
2. Assists in Identifying stakeholders and attend/organize ongoing meetings.
3. Assists in monitoring and reporting on grant objectives and activities to Karuk Judicial, Tribal Council, funding agency(ies), and tribal and the general community.
4. Assists with collecting intake and data sheet process for MMIP cases and families.
5. Assists with the provision of services to address the needs of families impacted by MMIP.
6. Assist in the development and distribution of educational, age, and culturally appropriate materials for schools, the general public and community meetings.
7. Assist in maintaining an electronic database in order to track and input MMIP cases.
8. Assists in the management of operational budgets and reports, ensures adherence to procurement and inventory policies, and collaborates closely with Supervisor, ensuring approval as required.
9. Assists in ensuring compliance with the Laws and regulations relating to the administration of the grant.

10. Be available for local and out of the area travel as required for job related training.
11. Attends all required meetings and functions.
12. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

1. Demonstrates the ability to understand and follow oral and written instructions.
2. Demonstrates knowledge of social science methodologies and interpretation, including interviews, surveys, and demographic data collection.
3. Exhibits ability to work with all phases of the community in a confidential and non-judgmental manner.
4. Exhibits organizational skills and the ability to plan and implement activities and strategies.
5. Demonstrates ability to communicate effectively with law enforcement, state and federal agencies, tribes, and community members.
6. Demonstrates experience working with tribal and/or Native American organizations, preferred.
7. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
8. Exhibits ability to exercise sound, expert and independent judgment within general policy guidelines.
9. Proven ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
10. Acknowledgement that in order to serve Karuk People one must know as much as possible about Karuk history, culture and values.
11. Responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment for clients as well as staff.

12. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
13. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

**Requirements:**

1. High school diploma or equivalent and 1- year general experience or 1-year specialized experience assisting professionals in one or more social programs such as family services, child services, victim services, human services or closely related program.
2. Experience that indicates the ability to interact effectively with leaders among Native American communities, government agencies, scientific and academic communities, judicial and advocacy organizations, nongovernmental groups and the public at large is required.
3. Demonstrated ability in word processing, spreadsheets, and input and maintenance of databases. Experience with Microsoft Office Suite products including Word, Excel, etc.
4. Must be willing to work modified hours to support grant deliverables, activities or crisis intervention that extend prior to or after normal working hours, including weekends.
5. Must have current Cardio Pulmonary Resuscitation (CPR) certification or the ability to become certified within 30 days of hire.
6. Must possess a valid state issued driver's license and/or the ability to obtain a California driver's license and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy
8. Must successfully pass a pre-employment drug screening test and fingerprint criminal background check. 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 Tribal Federal, State, or 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.

**Committee Approved:** August 12, 2024

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