
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: Mental Health Associate

Reports To: Karuk Human Services Director or Designee

Location: Happy Camp, Orleans, Yreka

Assigned Office Location: Yreka, CA

Salary: \$28.00 - \$42.00 per hour/ DOE

Classification: Full or Part-Time, Non-Exempt, Non-Entry Level

Summary: The Mental Health Associate will, under supervision of a Licensed Mental Health Professional, provide services to children and/or adults. Completes biopsychosocial assessments, treatment plans and provides culturally appropriate treatment interventions. Will have obtained a Registration with the California Board of Sciences as an Associate Clinical Social Worker, Associate Professional Clinical Counselor, Associate Marriage and Family Therapist, or be Registered with the California Board of Psychology as a Registered Psychologist at time of hire. Associate will communicate verbally and in writing with referral sources, other team members, and treatment reviewers to promote and coordinate treatment in a culturally sensitive manner; participate in practice development activities; work closely with the licensed clinical staff ensuring the quality of clinical services is maintained to clients.

Application Deadline: January 27, 2025 by 5:00 PM

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 ext. 7034 or 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Under the direction of a Licensed Mental Health Professional, provides effective outpatient counseling to child and/or adult clients through individual and group mental health methods.
2. Conducts comprehensive biopsychosocial assessments and develops mutually agreed upon treatment goals and clinical interventions
3. Prepares clear, concise and comprehensive electronic case work records that meets the Karuk Health and Human Services (KH&HS) policy requirements.
4. Manages a caseload; retains personal objectivity while empathically dealing with the problems of others; delivers crisis interventions as needed.
5. Develops and maintains cooperative relationships with KH&HS, members of other professional disciplines, local/county/tribal social service agencies, other Karuk personnel and local schools.
6. Participates in weekly supervision, case conferences and consultation with Clinical Supervisor or qualified designee regarding performance and to review cases and recommended service plans & case management options.

7. Provides for and provide access for alternative Mental Health and Substance Use Disorder treatment i.e., traditional practices.
8. Routine duties include but not limited to providing behavioral health services in an office setting within the Karuk Tribe's Service Area.
9. Experience and knowledge of or willingness to learn tele behavioral health services.
10. Be available for local and out of area travel as required for job related training.
11. Attends all required meetings and functions as required.
12. Consults with supervisors and staff as needed; be polite and respectful and maintain a priority system in accepting other position related job duties.
13. Work hours may be modified to support mental health clinics that extend prior to or after normal working hours, including weekends. It is expected not to exceed 5% of the total hours worked annually.

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.
6. Ability to provide care to clients with diverse values, beliefs and behaviors, including tailoring delivery to meet clients' social, cultural, and linguistic needs.
7. Awareness of the potential impact of their own attitudes and behaviors on work.

Requirements:

1. All applicants must have fulfilled all of the requirements for the master's degree or doctorate degree in social work, counseling or psychology in a fully accredited graduate program.
2. Applicants must have completed all of the requirements for the master's degree or doctorate in a graduate program that included a practicum or internship. Must have had practicum hours to qualify with the Board of Behavioral Science to obtain a registration number to practice as an Associate (Associated Marriage and Family Therapist [AMFT], Associate' in Social Work {ASW} or Associate Professional Clinical Counselor [APCC]).

3. Must maintain registration with the California Board of Behavioral Sciences and be working towards obtaining licensure as a Licensed Clinical Social Worker, Marriage and Family Therapist, Licensed Professional Clinical Counselor or the California Board of Psychology as a Registered Psychologist within 90 days of hire. This needs to be a tiered consideration. Let's visit on this.
4. Must have current Cardio Pulmonary Resuscitation (CPR) certification or the ability to become certified within 30-days of hire.
5. Must possess valid driver's license, have a good driving record, and be insurable by the Karuk Tribe's insurance carriers.
6. Must adhere to the Tribe's confidentiality policy and Health Insurance Portability and Accountability Act (HIPAA) policies.
7. Must adhere to professional standards, personnel policies and code of ethics.
8. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
9. Must be able to provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B vaccine.
10. Must be tested for Tuberculosis (TB) upon hire, must have an employee physical and must immunize for influenza annually.
11. Must successfully pass a pre-employment drug screening test.
12. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention 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 written inquiries to appropriate local law enforcement agencies.

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

Veteran's Preference: It will 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: June 24, 2024

Employee's Signature: _____

Date: _____