
Karuk Community Health Clinic
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Happy Camp, CA 96039
Phone: (530) 493-5257
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Administrative Office
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Karuk Dental Clinic
64236 Second Avenue
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Vacancy Announcement

Title: Technology Coordinator

Reports To: Child Welfare Services (CWS) Operations Administrator

Supervises: Data Technician (pending)T

Location: Yreka, Happy Camp, Orleans, CA

Assigned Work Location
Determined at time of hire

Salary: \$32/hour (.75 Full Time Equivalent)

Classification: Regular, Grant Funded, Non-Exempt, Non-Entry Level

Summary: The CWS Technology Coordinator performs specialized and technical activities to design, oversee and coordinate the Karuk Child Welfare Services software systems and services; provides technical assistance and guidance to the staff by supporting and coordinating tasks related to the social services automated system; serves as the main point of contact for users of the Program's information systems. Incumbents are required to apply highly developed knowledge of computer hardware equipment, Child Welfare Services/Case Management System (CWS/CMS), Child Welfare Services California Automated Response and Engagement System (CWS/CARES) and the Tribal Assistance Software (TAS) software application.

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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 7034 or ext. 2043, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Performs highly complex work in the development and maintenance of computerized information systems, on-line information systems, networks and servers. Diagnoses and resolves network problems and server management issues.
2. Coordinates and oversees the planning, development and use of the CWS automation systems and services, including hardware maintenance and the updating of software; installs and integrates personal computer software and hardware.
3. Assists CWS staff in time study form creation, compilation, and provides to the fiscal department.
4. Analyzes, specifies, designs and tests new application systems to meet program needs.
5. Assists in the interpretations of Tribal, State, and Federal regulations to determine impact on assigned system functions and develops system modifications to ensure compliance with regulations.
6. Familiarity with and ability to implement applicable regulations, laws and policies that govern use of the State's child welfare information system.
7. Creates reports and other information in the format requested by the State from its child

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welfare information system used by the Tribe.

8. Monitors the Tribe's data protection as outlined in the Data Sharing Addendum between the Karuk Tribe and the California Department of Social Services.
9. Serves as the liaison to the California Department of Social Services Systems Coordinator.
10. Participates in developing, implementing, and coordinating operating policies and procedures related to the Program's automated system.
11. Consults with and advises staff and users on technical problems, legal and system requirements, and tribal policies & procedures that impact operation of the computer system; solves system problems using available resources such as data processing or improved manual methods; tracks reported problems through resolution.
12. Authorizes system access to users.
13. Monitors the system performance by performing regular tests, troubleshooting, and integrating new features.
14. Develops, generates and distributes reports.
15. Tracks and coordinates new computer/electronic equipment purchases, and equipment maintenance and repair requests.
16. Provides technical assistance to all staff.
17. Coordinates with the IT Department for hardware purchases, network management, and server management.
18. Available for local and out of the area travel as required for job related training.
19. Coordinates and/or attends all required meetings and functions as required.
20. Performs related duties as assigned.

Qualifications:

1. Knowledge of the principles, procedures, techniques, nomenclature, and operation of computer systems.
2. Working knowledge of and ability to maintain computer equipment, Computer equipment maintenance procedures, hardware configurations, and operating principles.
3. Capabilities, limitations, characteristics, and uses of computer information systems, related hardware, various software application programs, and operating systems.
4. Knowledge of training methods and techniques including interpreting automated information systems.
5. Ability to organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction.
6. Has the ability to work effectively with Native American people in culturally diverse environments.
7. Has the ability to establish and maintain harmonious working relationship with community members, other employees and the public.

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Requirements:

1. BA/BS in computer science, information technology or a related field (preferred) and/or a minimum two years of computer software installation, maintenance and repair, and networking experience. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement.
2. Position will require a basic understanding of Indian Child Welfare Act (ICWA) and Adoption and Foster Care Analysis and Reporting System (AFCARS).
3. 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 (FBI) 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 pleas to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault; molestation; exploitation, contact or prostitution; crimes against person; or offenses committed against children.
4. Excellent verbal and written communication skills with the ability to be detail oriented.
5. Computer and technical skills (including Word, PowerPoint, Excel, Outlook). Demonstrated analytic skills including use of statistical methods, with strong writing, problem solving and communication skills. Experience that indicates the ability to interact effectively with leaders among Native American communities, government agencies, scientific and academic communities, medical and health-related organizations, nongovernmental groups and the public at large is required.
6. Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
7. Must provide documentation of immunity to measles, and rubella, hepatitis B or become vaccinated with the recommended vaccine, test for Tuberculosis (TB) as US Centers for Disease Control (CDC) recommends, and annual influenza vaccine. Must have an annual health examination.
8. Must successfully pass pre-employment drug screening test and be willing to submit to a criminal background check.
9. All applicants will acknowledge and abide by all Karuk Tribe personnel and other policies and procedures.
10. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
11. Must adhere to confidentiality including Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2, Confidentiality of Substance Use Disorder Patient Records.

Physical and Mental Requirements:

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Reasoning Ability: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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: April 10, 2025

Employee's Signature: _____ **Date:** _____