

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: On Call Wellness Center Clerk

Reports To: Wellness Center Director

Location: Kahtíshraam Wellness Center (KWC) Yreka

Salary: \$20.00 per hour

Summary: Provide staff support and be readily available upon request, to guarantee seamless continuity of operations at the Kahtíshraam Wellness Center. This support encompasses comprehensive cross-training initiatives to enhance versatility amongst team members. Diligently manages paperwork and provides clear guidance to participants, ensuring a streamlined and efficient environment.

Classification: Regular, As Needed, Non-Exempt

Application Deadline: January 20, 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. 2043 or 2038, Fax: (855) 437-7888, Email: humanresources@karuk.us**

POSITION DESCRIPTION

Title: On Call Wellness Center Clerk

Reports To: Wellness Center Director

Location: Kahtíshraam Wellness Center (KWC) Yreka

Salary: \$20.00 per hour

Summary: Provide staff support and be readily available upon request, to guarantee seamless continuity of operations at the Kahtíshraam Wellness Center. This support encompasses comprehensive cross-training initiatives to enhance versatility amongst team members. Diligently manages paperwork and provides clear guidance to participants, ensuring a streamlined and efficient environment.

Classification: Regular, As Needed, Non-Exempt

Responsibilities:

1. Provides staff support to ensure continuity of operations and activities at the Kahtíshraam Wellness Center.
2. Greets and directs all visitors to the Center in a friendly and helpful manner.
3. Receives telephone calls, takes accurate messages, and answers questions with an even temperament and good judgement.
4. Maintains Center to be aesthetically pleasant, hygienic, safe and accessible to visitors.
5. Prepares for and facilitates scheduled activities, as assigned by the Wellness Center Director.
6. Provides staff support for events and activities as requested.
7. Receives and records requests for facility use and provides them to the Wellness Center Director.
8. Monitors visitors to ensure that the policies, procedures, and rules of the Center are adhered to.
9. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit the Center.
10. Participates in fundraising to support the Wellness Center activities as required.
11. Cross-trained to assist the Wellness Center Director in collecting community assessment information from visitors to the Center as requested.
12. Cross-trained to operate the Snack Shack for events as needed.

13. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as required
14. Shall be polite and maintain 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.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess, or obtain within 30 days of hire, maintain both Cardio Pulmonary Resuscitation (CPR) and Basic First Aid training.
3. Must have demonstrated ability to work well independently with little supervision in order to fulfill the duties of the position.
4. Must have previous experience working with youth.
5. Must have the ability to connect with youth and have respect for Tribal youth culture.
6. Must serve as positive role model for Tribal youth by living a life, both professionally and publicly, which does not bring disrespect to Karuk Tribe Housing Authority (KTHA) or the Karuk Tribe.
7. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
8. Must adhere to confidentiality.
9. Must successfully pass a pre-employment drug screening test and criminal background check with clearance suitable to work with children.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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: **February 5, 2024**

Employee's Signature: _____