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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 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:** Certified Substance Abuse Counselor II

**Reports To:** Substance Use Disorder Program Manager

**Location:** Happy Camp/Orleans

**Salary:** \$18.00 – \$29.00/hour

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** The mission of the Karuk Tribe's Substance Abuse Program is *“to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve.”* The Certified Substance Abuse Counselor shall be responsible for providing a full range of drug/alcohol treatment, prevention and aftercare recovery services for clients and their families as needed.

### **Application Deadline: Open Until Filled**

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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

**Title:** Certified Substance Abuse Counselor II

**Reports To:** Substance Use Disorder Program Manager

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**Responsibilities:**

1. Shall be familiar with assessment tools including but not limited to ASI, ASAM and SASSI.
2. Shall be able to write appropriate treatment plans that are congruent with assessments.
3. Shall be familiar with DSM IV drug/alcohol criteria.
4. Shall be willing to obtain certification to facilitate domestic violence batterers groups.
5. Shall provide individual, family, and group counseling.
6. Shall prepare clear, concise, and comprehensive caseload records and make sound recommendations on the basis of such information as well as organize and manage a caseload.
7. Shall provide advocacy services on behalf of the client to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed.
8. Shall coordinate prevention activities for individuals, families, and youth and develop and maintain cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Karuk Tribal Health Program.
9. Shall provide referrals to appropriate community services.
10. Shall allow for and provide access to alternative drug/alcohol treatment such as traditional practices.
11. Shall be willing to travel in the service area to provide substance abuse services.
12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

13. 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 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.
5. If applicable, must be in recovery and have two years of documented time clean and sober.

**Requirements:**

1. Must have completed a Chemical Dependency Studies Program.
2. Must have an Associate's Degree in social work, counseling, sociology, human services, psychology, nursing, or related field and/or 3 years minimum experience working in the substance abuse treatment field.
3. Must have a current Level II Certified Substance Abuse Counselor with CADC or CAS.
4. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
5. Must adhere to California Consortium of Addiction Programs and Professionals standards and code of ethics
6. Must adhere to the rules of confidentiality as detailed in 42 CFR and HIPAA.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
9. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annual for TB.
10. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.
11. If applicable, must have 2 years of sobriety.
12. Must successfully pass a pre-employment drug and alcohol screening test.

**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: March 19, 2008 Revised:** December 8, 2016, November 2, 2017  
**Review Committee Approved:** April 13, 2022

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