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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****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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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

**Title:** Program Coordinator Assistant/Counselor- Child Victim Services

**Reports To:** Program Coordinator or Designee

**Location:** Yreka or Happy Camp, CA with

Hybrid remote

**Salary:** \$36.00 hr. - \$42.00 hr. DOE

**Classification:** Part -Time Non-Exempt, Non-Entry Level

**Summary:** The Program Coordinator Assistant/Counselor provides in person and online services to a practicable caseload of child victims of crime. Position will work primarily with minors experiencing personal trauma, sexual abuse, family violence, child abuse and/or neglect.

**Application Deadline: November 17, 2023 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. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Program Coordinator Assistant/Counselor- Child Victim Services

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**Location:** Yreka or Happy Camp, CA with

Hybrid remote

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**Summary:** The Program Coordinator Assistant/Counselor provides in person and online services to a practicable caseload of child victims of crime. Position will work primarily with minors experiencing personal trauma, sexual abuse, family violence, child abuse and/or neglect.

**Responsibilities:**

1. Provides victim services and/or appropriate culturally competent counseling services to Native American child victims of crime through individual and group methodologies.
2. Responsible for conducting comprehensive screenings, intakes, evaluations, and provide educational/informational resources to clients.
3. Maintains required records ensuring they are accurate, current, and meet relevant legal and ethical standards.
4. Works in a team setting with Tribal Child Advocate and/or Child Advocate Assistant.
5. Develops and maintains cooperative relationships with Karuk Health and Human Services, Karuk Tribal Court, members of other professional disciplines, local/county/tribal social service agencies, and local schools.
6. Responsible for participating in weekly management and staff meetings, and case conferences to review cases and recommended service plans and case management options.
7. Provides Victim Witness information to clients and their families; coordinates referrals to and from other agencies for victims and their families.
8. Maintains required documentation and assists Administrator or Designee in preparing accurate monthly, quarterly and biannual reports required by Program and the grant funding agency.
9. Possesses the ability to facilitate/co-facilitate groups, make presentations and provide training to staff.
10. Available for local and out of area travel as required for job related training.
11. Attends all required meetings and functions as requested and in a timely manner.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits critical skillset necessary to be a child victims' service provider.
3. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrates ability to provide appropriate crisis intervention when possible to contribute productively as team member.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to understand and follow oral and written instructions.
7. Displays knowledge of or be willing to learn from cultural practitioners.
8. Demonstrates the ability to provide care to clients with diverse values, beliefs, and behaviors, including tailoring delivery to meet clients' social, cultural, and linguistic needs.
9. Demonstrated experience and ability developing program activities, goals, and objectives; creating program evaluation tools and evaluating the effectiveness of the program.

**Requirements:**

1. Applicant must have a Bachelor's degree in Behavioral or Social Sciences or related field and three years of experience working in a Tribal or Community based Social Services or Victim Services Program; or equivalent experience, education and training in a related field.
2. Must have experience working with Native American children/youth impacted by trauma.
3. Must have current CPR/First Aid certification or the ability to become certified within 30 days of hire.
4. Must possess valid driver's license, have a good driving record, and be insurable by the Karuk Tribe's insurance carriers.
5. Must adhere to the Tribe's, relevant Federal and Program confidentiality policy and regulations and laws governing victim's privacy and confidentiality.
6. 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.

**Tribal Preference Policy:** In accordance with the Karuk Tribe TERO and Workforce Protection Act 2015. 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.

**Review Committee Approved: October 27, 2023**

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

**Date: \_\_\_\_\_**