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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

**Karuk Dental Clinic**

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

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## Vacancy Announcement

- Title:** Student Truancy Intervention Coordinator
- Reports to:** Tribal Court Administrator or designee
- Location:** Happy Camp, CA (with travel to Orleans and Junction Elementary)
- Salary:** \$18.00 -\$21.65 per hour, depending on experience
- Classification:** Part Time, Regular, Non-Exempt

**Summary:** The Student Truancy Intervention Coordinator provides support and resource information to eligible Karuk students experiencing chronic truancy and academic failure. Serves as liaison among school teachers, community agencies, providers, students, and families; performs related duties as assigned. The Coordinator monitors, supports and provides direct case management services. This position requires well-developed communication skills.

### **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)

## **Job Description**

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### **Responsibilities:**

1. Shall assist the Youth Wellness Court in implementing and coordinating truancy/academic failure intervention and prevention services for eligible at-risk Karuk students.
2. Shall act as a liaison between the Karuk Youth Wellness Court Team, local teachers, and students.
3. Complete or update Individualized Action Plans for all eligible students.
4. Assists the Administrator and designated Youth Wellness Court staff in collecting data.
5. Empower students to effectively self-advocate.
6. Facilitate access for students to cultural events or activities.
7. Shall maintain confidential records of student performance and student academic achievements, obstacles encountered, recommendations.
8. Shall assist the Administrator and designated Youth Wellness Court staff in meeting grant requirements.
9. Shall attend all required meetings and functions as requested, including occasional evening, and/or weekend events and activities.
10. 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 understand and follow oral and written instructions.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with students, other employees and the public.
5. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.
6. Have ability to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgement.
7. Have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.
8. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows, MS Office Suite applications.

**Requirements:**

1. Must have a high school diploma or equivalent; and one year of higher education with a GPA of 2.0 or higher or a successful work history with youth.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
4. Must have excellent organizational skills; ability to work independently.
5. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
6. Must have excellent computer skills; previous experience with online, videoconferencing and other technology-mediated instructional methods.
7. Must have demonstrated previous experience with records management.
8. Shall be readily available for local and out of the area travel as required for job related training.

9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to the Tribe's and Programs confidentiality policy.
11. Must successfully pass a pre-employment drug-screening test, criminal background check, and fingerprinting (LIVE scan).

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

**Veterans 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:** May 27, 2021

**Review Committee Approved:** January 4, 2022

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