
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



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

Vacancy Announcement

(Internal Posting)

Title: Tribal Court Advocate Assistant
Reports To: Tribal Court Advocate or Designee
Location: Based in Yreka with regular travel within the Tribe's service area.
Salary: \$16 to \$20/ Hr.
Classification: Part-Time (20 hrs. per week) Regular, Non-Exempt, Entry Level

Application Deadline: July 14, 2022

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

Position Description

Title: Tribal Court Advocate Assistant

Reports To: Tribal Court Advocate or Designee

Location: Based in Yreka with regular travel within the Tribe's service area.

Salary: \$16 to \$20/ Hr.

Classification: Part-Time (20 hrs. per week) Regular, Non-Exempt, Entry Level

Responsibilities:

1. Shall be responsible for assisting the Tribal Court Advocate or Designee in the day to day operations of the Tribal Court Child Advocate Program.
2. Shall assist in providing services in settings such as schools, community agencies, and court.
3. May be assigned a case load in a variety of cases including Juvenile Youth Wellness, guardianship and other relevant cases under the tribal code.
4. May attend and provide assistance in all hearings and pre-hearing staffing meetings for Tribal Wellness, Child and Family and other relevant Court matters.
5. May, under direct supervision, assist victims', advocates and interns in preparing proper legal documents with the Court.
6. Shall assist victims', advocates and interns in obtaining appropriate victim assistance services.
7. May assist in maintaining lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
8. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
9. Shall assist the Advocate or Designee in meeting grant requirements, reporting and data collection as assigned.
10. Shall assist Advocate or Designee in planning and coordinating outreach and educational events.
11. 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 youth and family members in culturally diverse environments.
2. Have basic knowledge of the legal, civil and service rights of victims of crime.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
6. Demonstrated community organizing skills, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Must have a high school diploma or equivalent education and be interested in working in a Human Services career working with children, adolescents and their families who are subject to Tribal Court jurisdiction.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
4. Shall be available to travel within the Tribes' service area.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
6. Must adhere to confidentiality policy.

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: 2.13.2020 **Revised:** April 16, 2020, February 25, 2021, May 27, 2021

Review Committee Approved: July 8, 2022

Employee's Signature: _____