
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

Vacancy Announcement

- Title:** Natural Resources Technician I – Pikyav
- Reports To:** Pikyav Field Institute Program Manager, or designee
- Location:** Department of Natural Resources, Orleans, California
- Classification:** Regular, Non- Exempt, Full-Time or Part-Time (30 or more hr/week) – Negotiable and determined at point of hire
- Wage:** \$16.41-\$19.87 per hour, depending on education and experience
- Summary:** The Natural Resources Technician I- Pikyav shall work under the supervision of the Pikyav Field Institute Program Manager or designee as assigned, to carry out grant/assignment related technical duties, which may include teaching and supporting classroom lessons, community outreach, collaboration, youth engagement, data collection, organizing workshops and field trips, reporting, and other tasks as assigned. The Natural Resources Technician I, shall work with other DNR staff, partners, contractors, youth, and volunteers as needed. This position may serve in the capacity of Cultural Resources Technician I, if qualified, so long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: October 9, 2023

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

POSITION DESCRIPTION

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Responsibilities:

1. Shall be responsible for the fulfillment of Technician duties associated with grant deliverables funding the position as directed.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively participate in shared learning activities and engage in career development opportunities as directed.
4. Shall work productively and actively participate in a team-based environment.
5. May work with school staff, teachers, and administrators within the Karuk Service Area to coordinate and conduct field trips and classroom visits.
6. May acquire data collection skills and techniques as required and implement daily programmatic work routine as well as assist Technicians II and III with completing these tasks.
6. Shall work with collaborators and contractors to collect track data for data management and reporting purposes.
7. Shall maintain necessary documentation of work performed, including regular reporting on progress towards completing grant-related activities and deliverables.
8. Shall be available for local and out of the area travel as required.
9. Shall attend all required meetings and functions as requested.

10. Shall be polite and accept 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 the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates the ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.
6. If working within the K-12 Division, must be willing to complete and comply with the requirements of local schools in order to work with youth, including finger printing,

Requirements:

1. Education and/or experience:
 - a. High school diploma or equivalent; or
 - b. An equivalent combination of education and related experience will be considered for all grades.
2. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
3. Must be punctual, have a good work ethic, and work well without direct supervision.
4. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
5. Must adhere to the policies and procedures of the Karuk Tribe.

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.

Review Committee Approved: April 25, 2023

Employee's Signature: _____