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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:** Child Welfare Services Social Worker

**Reports To:** CWS/ICWA Lead Social Worker or Designate

**Location:** Yreka, Happy Camp, Orleans

**Salary:** \$45,000 – \$68,000 DOE

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

**Summary:** The Karuk Child Welfare Services and Indian Child Welfare Act (CWS-ICWA) Program provides advocacy and assistance to Tribal members in order to promote stability and a safe home environment for Tribal children and their natural families. The program also aids in identifying, certifying, and supporting Tribal foster homes in accordance with guidelines established by ICWA. Case management, advocacy, and assistance to court dependents are also provided.

The Social Worker will manage a reasonable caseload; take incoming referrals/reports of alleged child abuse and neglect; elicit information in the capacity of a mandated reporter; develop and implement service plans; provide case management services; manage an active caseload of Tribal children in out of home placements and/or in Tribal Foster Family Agency (FFA) to ensure appropriate placements and the health and safety of Tribal children.

The Social Worker will coordinate and work closely with County agencies such as Child Protective Services, Mental Health, Behavioral Health, Domestic Violence, Law Enforcement, provide information concerning available services; and, will reassess the County and/or Tribal Service Plan to ensure both the family members, the County and/or Tribal Agency Worker are making progress towards achieving goals of the plan on time.

### **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 Resource Director, Telephone (530) 493-1600 ext. 2043 or 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Determines client's social service needs and develops and carries out comprehensive social service plans.
2. Refers clients to other staff members, as necessary; diagnoses special client problems, develops and follows through on special client treatment plans.
3. Assigned to manage an active caseload of foster/adoptive children in the Karuk CWS ICWA Program.
4. Assists clients with the utilization of community resources; interprets rules and regulations and policies for the clients pertaining to Health and Human Services (HHS).
5. Makes necessary home visits to carry out casework assignments.
6. Develops and maintains case records and requisite documentation.
7. Provides Director with necessary reports as required or upon request.

8. Provides community outreach and classes such as but not limited to parenting, domestic violence prevention, drug and alcohol prevention, violence prevention, and Karuk cultural classes.
9. Attends in-services and other training courses designated to further understanding of Tribal Social Work process.
10. Creates and disseminates reports (social services, home studies, reunification, family maintenance, status review, and recommendations) to Tribal and State Courts.
11. Attends and appears in all Tribal and State Court Hearings on behalf of the Karuk Tribe.
12. Reports case assignments and updates to the ICWA Advisory Board.
13. Drafts Tribal Resolutions for ICWA cases that include Tribal Customary Adoptions (TCA).
14. Routine duties include providing social services, and other related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
15. Be available for local and out of the area travel as required for job related training. Attends all required meetings and requested community and or agency functions.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Master's in Social Work (MSW) and/or equivalent preferred.
2. Knowledge with Indian Child Welfare Act (ICWA), Child Welfare, and/or Foster Care preferred.
3. Documented experience working with Native American families preferred.
4. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Uphold the National Association of Social Workers' Social Work Code of Ethics and professional standards for Social Workers.
7. Work with our Tribal families mindfully, with a decolonized approach and trauma informed care; understanding poverty effects on families; understanding historical Trauma, institutional racism, and oppression of Indigenous people within colonized Western social, justice, and education systems.

**Requirements:**

1. Must:
  - a. Possess a Bachelors' of Arts/Sciences BA/BS Degree in Social Work, Administrative of Justice, Psychology, Sociology or related field and one-year work experience in public, Tribal, Child and Family Services agencyor:

- b. Have completed CORE Child Welfare Pre-Service Curriculum from an accredited College or University and have two years of experience working in the field of Child Welfare.
2. Experience with Microsoft Office Suite and computer usage experience.
  3. Must be willing to learn and practice claiming or completing time studies for CWS/ICWA Program.
  4. Must have the ability to communicate effectively in both oral and written form.
  5. Must have demonstrated ability to work with the local Tribal community as well as legal and social service agencies.
  6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
  7. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
  8. Must successfully pass a preemployment drug screening test.
  9. Must adhere to an investigation of character as required by the Federal Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.
  10. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB. Must get an annual flu vaccine.
  11. Responsible for conducting oneself professionally on and off the job including social media, cell phone/text etiquette, emails, and other forms of communication.
  12. Proper professional dress attire for court and workplace.

**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.

**Committee Approved:** April 4, 2024

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