
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

Four-Day Emergency Posting

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

- Title:** Certified AOD Counselor
- Reports to:** Substance Abuse Program Coordinator
- Location:** Happy Camp and Yreka Communities (may be requested to provide assistance in Orleans Community)
- Salary:** \$16.00 to 17.00 per hour, depending on experience
- Overview:** The mission of the Karuk Tribe Alcohol and Other Drug (AOD) Services Program is to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve.
- Summary:** **The Certified AOD Counselor** shall be responsible for providing a full range of alcohol/drug treatment, prevention and aftercare recovery services for clients and their families as needed. The Counselor shall conduct individual and group counseling sessions. Be responsible for client scheduling, fee collection, maintaining records in compliance with state license regulations and be willing to be cross trained for DUI Program and certification for BIP.
- Classification:** Part Time (30hrs), Regular, Non Exempt

Application Deadline: 5pm, December 13, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or
Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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Position Description

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Responsibilities:

1. Shall maintain a client billing and collection system in accordance with general accounting practices.
2. Shall make such records available for review and audit by the state or other agency as may be requested and required by law.
3. Shall work closely with the courts to facilitate client referral, and accurate reporting of compliance or non-compliance of its clients within State mandates and standards, program requirements and terms of probation and other conditions.
4. Shall maintain records adequate to assure program and client compliance in accordance with the State; courts; DMV; and county agencies as required by program rules and regulations.
5. Shall maintain all statistical information as required and reports shall be completed and forwarded to the state or other agencies as required.

6. Shall be available for local and out of the area travel as required for job related training.
7. Shall attend all required meetings and functions as requested.
8. Shall be willing to obtain certification to facilitate Batterer's Intervention Program (BIP) groups.
9. Shall allow for and provide access for alternative alcohol/drug treatment, ie., traditional practices
10. 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 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 knowledge of cultural issues with the American Indian population.
6. Demonstrates the ability to function as a mature professional who can function independently and as part of a team.

Requirements:

1. Must be certified or registered in compliance with Counselor Certification Regulations California Code of Regulations (CCR), Title 9, Division 4, Chapter 8 and have two years of AOD counseling experience.
2. Must adhere to confidentiality and HIPAA policies.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

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: August 13, 2009; Revised December 5, 2013

Employee's Signature: _____

Chairman's Signature: _____