
Karuk Community Health Clinic

64236 Second Avenue
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Karuk Tribe**Administrative Office**

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Karuk Dental Clinic

64236 Second Avenue
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Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

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

Title: Head Start Bus Monitor/Aide/Cook Assistant

Reports To: Teacher/Center Supervisor

Location: Yreka Center

Salary: \$8.00 to \$9.00 per hour, depending on experience

Summary: Under the supervision of the Teacher/Center Supervisor will assist the Head Start Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assisting the driver during emergencies. Shall assist the teacher/center supervisor and Cook and follow detailed instructions and maintains a harmonious working relationship with other employees, and parents/guardians.

Classification: Full Time, (8 hours, 5 days per week) Non Exempt, Entry Level

Application Deadline: 5pm, Tuesday February 04, 2014

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.

Position Description

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Bus Monitor Responsibilities:

1. Provides safety at all times for children.
2. Monitors children and adults while being transported.
3. Assists in emergency situations to assure they are handled quickly, calmly, and effectively.
4. Checks messages before each trip.
5. Assures children are properly seated and secured in safety restraints.
6. Assures child is signed on and off the bus by a responsible adult.
7. Distributes "take home" material with coordination of teacher, and teacher aid.
8. Assures no food or drinks are consumed on the bus.
9. Assists in daily health observations of children.
10. Reports suspicions of physical, social, and emotional or sexual abuse or neglect of children.
11. Assists bus driver in conducting evacuation drills.
12. Participates in staff meetings, conferences and training sessions and workshops as assigned.
13. The Bus Monitor will be trained in the following areas:
 - a. Child boarding and exiting procedures.
 - b. Use of child restraint systems.
 - c. Any required paperwork.
 - d. Responses to emergencies.
 - e. Emergency evacuation procedures.

- f. Use of special equipment.
- g. Child management skills.
- h. Child pick-up and release procedures.
- i. Pre and Post Trip vehicle checks.
- j. First Aid and CPR Training.

14. Other job related duties as assigned. (See Requirements)

Qualifications:

1. Have the ability to work Native American children and families.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain a harmonious and positive working relationship with staff, parents, children and public.
4. Must be able to follow verbal and written instructions.

Requirements:

1. Must possess or be willing to obtain a Food Handlers Permit within 6 months of job responsibility.
2. Maintain knowledge of the California Adult Child Care Food Program (CACFP) requirements, Early Childhood Nutrition and Head Start Performance Standards.
3. Must adhere to the sanitation and safety requirements of the nutrition component of Indian Health Services (IHS) Environmental Health Survey, Food Handlers Permit regulations and Head Start Standard regulations.
4. Assist the cook in menu planning, food purchases, paperwork, and preparation.
5. Assist the cook in maintaining a sanitary and orderly kitchen. Assists in cleaning kitchen appliances, food service equipment, floors, countertops, and tables.
6. Complete required FEMA trainings.
7. Complete annual HIPPA training.

Additional Duties:

1. Experience in sanitary janitorial service.
2. Must have good time management skills and sound judgment.
3. Ability to complete forms, reports and daily logs.
4. Must be able to read and write clearly and be proficient in basic math skills.

5. Must possess a valid driver's license, good driving record, and be insurable by KCDC's carrier.
6. Must submit to a TB test annually and a medical examination once every two years.
7. Must successfully pass a pre-employment drug screening test and criminal background check.

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

KCDC/Policy Council Approved: August 2010
Revised January 2014
KCDC/Policy Council Approved: January 2014
Tribal Council Approval: January 2014

Chairman's Signature: _____

Employee's Signature: _____