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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 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  
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Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

(Internal Posting)

**Title:** Case Manager

**Reports to:** Lead Compliance Officer, Karuk Wellness Court

**Location:** Based in Yreka with regular travel within the Tribe's Service Area

**Salary:** \$16.00-\$20.00 per hour (DOE)

**Summary:** The Case Manager will provide support to eligible Wellness Court Re-entry participants transitioning from incarceration returning to Siskiyou County or the Orleans area in California who experience barriers because of a criminal history. This includes administering risk and needs assessments, assisting clients with emergency and transitional housing, job training and job search, legal advocacy, housing assistance, navigating community supervision, accessing public benefits, and other case management needs. The Case Manager will work closely with the Wellness Court Team to empower participants of the program to have the skills and confidence to thrive as active participants in the community.

**Classification:** Part-Time, Regular, Non-Entry Level, Non-Exempt

**Application Deadline: May 20, 2020 by 5:00 pm**

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

## POSITION DESCRIPTION

<b>Title:</b>	Case Manager
<b>Reports to:</b>	Lead Compliance Officer, Karuk Wellness Court
<b>Location:</b>	Based in Yreka with regular travel within the Tribe's Service Area
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### **Responsibilities:**

1. Have the vision and passion to support the development, implementation, and growth of all aspects of both the Youth and Adult Wellness Court.
2. Conduct outreach to recruit participants who are eligible and in need of re-entry services.
3. Provide direct services to participants through regular case management meetings.
4. Assess participants' needs, situations, personal strengths and support networks to determine their goals. Develop plans to increase participants' well-being, productivity and stability.
5. Assist participants to navigate the challenges that come with having a criminal background: possible homelessness, unemployment, employment and housing discrimination, domestic abuse, recovery, family issues, parole/probation issues, and legal difficulties.
6. Research and refer participants to community resources, such as occupational training, vocational training, public benefits, healthcare, mental health services, support groups, etc.
7. Follow up with participants on a regular basis to ensure their situations have improved.

8. Monitor and track milestones in client participation, such as employment acquisition, completion of certificates and increased wages.
9. Ensure data quality, accuracy of participant files and records, complete paperwork and comprehensive outcomes tracking in the areas of housing, case management, goal setting and participant progress, program intake and exit, meetings, support groups, referrals and other related activities and participant interactions for internal and external purposes including: coordination of services, program impact evaluation, grant tracking, compliance and legal considerations.
10. Provide support to other direct service staff and/or programs based on expertise or background.
11. Ensure safety and security of participants. Ensure that all red flag incidents or concerns are reported to the appropriate authority and that the incident or concern is properly documented.
12. Ensure that all participants are treated fairly and with respect and that the work-place or home visits maintain an environment that is inclusive and safe for all people.
13. Build partnerships with other tribal and community programs, employers, collaborative groups and government agencies relevant to reentering citizens.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
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 harmonious work relations with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Must possess excellent telephone skills and make a positive first impression on wellness court users and visitors.
6. Have the ability to read and interpret court case documents and training manuals.
7. Have the ability to generate case management reports and be able to speak effectively before groups of employees of the organization.

8. Must have data processing procedures and computer data entry experience, Justice Systems Full Court experience and/or training preferred.
9. Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.
11. Associates Degree in behavioral, social science or criminal justice field preferred.

**Requirements:**

1. High School Diploma or GED required and a minimum of two years relevant experience and/or training.
2. Must have demonstrated experience working with both youth and adults who have been involved in the justice system.
3. Demonstrated ability to operate a personal computer, multi-line telephone, facsimile and photocopier.
4. Intermediate experience using word processing and spreadsheets (i.e. database software, Word for Windows, Excel, or Access, etc.) is required.
5. Must demonstrate excellent communications skills, both oral and written.
6. Must demonstrate good time management skills.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to Tribe's confidentiality policies.
9. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.
10. Must successfully pass a pre-employment drug and alcohol screening test.

**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:** January 9, 2020                      **Revised:** May 14, 2020

**Chairman's Signature:** \_\_\_\_\_

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

**\*\* Employees must sign position descriptions annually, during their evaluation.**