
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

(Internal Posting)

Title: Deputy Administrator

Reports to: Administrator, Judicial

Location: Yreka with regular Travel within the Tribe Service Area

Salary: \$22.00- \$27.00 per hour depending on experience

Summary: The Deputy Administrator shall be responsible for assisting the Administrator in insuring that all aspects of the Division of Victim Assistance are operating effectively and efficiently and shall be responsible for such administrative duties as may be delegated by the Administrator.

Classification: Full Time, Regular, Non-Exempt (Grant Funded through 9/30/22)

Application Deadline: March 19, 2020 by 5:00 pm

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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Deputy Administrator

Reports To: Administrator, Judicial

Salary: \$22.00- \$27.00 per hour depending on experience

Location: Yreka with regular Travel within the Tribe Service Area

Summary: The Deputy Administrator shall be responsible for assisting the Administrator in insuring that all aspects of the Division of Victim Assistance are operating effectively and efficiently and shall be responsible for such administrative duties as may be delegated by the Administrator.

Classification: Full Time, Regular, Non-Exempt (**Grant Funded through 9/30/22**)

Responsibilities:

- 1) Shall assist Administrator in, designing and implementing policies, procedures, and protocols of the Victim Assistance Programs; assist with program planning, development, implementation, grant reporting, and employee evaluations.
- 2) Shall assist Administrator in, the day to day management of the Division of Victim Assistance and Victim Access Center; identify resources for funding and technical assistance; and preparations of reports of expenses and expenditures to the Tribal Council, at such intervals and in such form as may be prescribed by the Tribal Council.
- 3) Maintains records and files associated with duties according to record-keeping standards, laws, operational procedures, and privacy laws.
- 4) Shall act in capacity of Victim Services Programs Liaison with tribal, county victim/witness programs, tribe staff, task forces, committees, round tables, schools, and other community service providers as needed.
- 5) Shall remain abreast of any changes in the state-of-the-art best practices as it relates to service delivery and coordination of victim services to Tribal communities.
- 6) Shall assist with coordinating culturally suitable training for court program staff and the community on topics relevant to domestic violence, family violence, child abuse and neglect, victim services, and substance abuse.
- 7) Shall provide information and make appropriate court and program referrals to, Child Welfare, AOD and other relevant programs and Coordinate services with Legal Aid, Victim Witness and Domestic Violence/Sexual Assault Program Services.

- 8) Shall assist staff in coordinating and implementing relevant prevention education programs and outreach to the schools such as, anger management & conflict resolution, self-esteem, healthy relationships, grief and loss, communication techniques.
- 9) Shall attend required mandatory grant and/or cooperative agreement meetings and functions as directed.
- 10) Shall be available for local and out of the area travel as required for job related training.
- 11) Shall be polite and maintain a priority system in accepting other job related duties as assigned.
- 12) Shall supervise designated staff of the Division of Victim Assistance.

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) Must have the ability to make logical decisions and deal with problems involving concrete variables in standardized situations.
- 6) Must have the ability to be flexible.
- 7) Ability to work to advance the Division of Victim Assistance, including grant planning and successfully securing additional funding.

Requirements:

- 1) High School Diploma or Equivalency with six years progressively responsible related work experience or A.A./A.S. Degree with four years' work in Victim Services, or related field.
- 2) Must have demonstrated work experience in a management/program coordinator position with minimum of four years supervising staff.
- 3) Must have extensive knowledge of and work experience in the areas of substance abuse, domestic violence, sexual assault, family violence, Indian child welfare, and victim of crime issues.
- 4) Must have knowledge of rules, regulations, goals and eligibility criteria for Tribal victims assistance, as well as non-Tribal (i.e., county, state and federal) programs to which Tribal members may be referred for additional assistance.
- 5) Must have demonstrated ability to learn and apply the policies, procedures, rules and regulations governing eligibility for, and participation in, Tribal victim assistance.
- 6) Must have demonstrated ability to meet internally and externally imposed deadlines and to

respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.

- 7) Must have demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
- 8) Must possess or be willing to obtain a minimum of 40 hours of specialized domestic violence-related training and 40 hours specialized training from the Office of Victims of Crime.
- 9) Must have strong oral and written communication skills; demonstrated ability to use computer data and word processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise and accurate records and reports.
- 10) Must have working knowledge of court procedures.
- 11) Must have the ability to apply common sense understanding to carry out instructions furnished in written and/or oral form.
- 12) Must have a valid driver's license, good driving record and be insurable by the tribe.
- 13) Must be able to work well with the public.
- 14) Must adhere to tribal and federal confidentiality policies.
- 15) 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.

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: February 25, 2010; **Revised:** February 11, 2016, September 22, 2016, July 25, 2019, 3/12/20.

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____