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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  
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**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**

(Internal Posting)

**Title:** Education Advocate

**Reports to:** Tribal Court Advocate Program Manager

**Location:** Yreka, CA

**Salary:** \$15.00 - \$19.00 per hour, depending on experience

**Summary:**

The Education Advocate provides support and resource information to eligible youth in the Karuk Youth Diversion Program, serves as liaison among school districts, community agencies, providers, and families; performs related duties as assigned. The education advocate monitors, supports and provides services to youth within the Karuk Youth Diversion Program. This position requires well-developed communication skills.

**Classification:**

Part Time, Regular, Non Exempt

**Application Deadline: Open Until Filled January 15, 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 Description**

**Title:** Education Advocate

**Reports to:** Tribal Court Advocate Program Manager

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### **Responsibilities:**

1. Shall assist the manager in implementing and coordinating intervention and prevention services for at-risk native youth as well as coordinate implementation of Diversion Program appointed activities and collaborative efforts.
2. Shall act as a liaison between the Diversion Program team, local schools, and youth.
3. Complete Individualized Academic Plans (IAPs) for all American Indian youth in the Karuk Youth Diversion Program as needed for track of service delivery and student needs.
4. Assists the manager in collecting data.
5. Empower individuals to effectively self-advocate.
6. Plan and facilitate parent support activities as needed.
7. Shall maintain confidential records of student performance and student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
8. Shall assist the Manager in meeting grant requirements.
9. Shall attend all required meetings and functions as requested, including evening, weekend events and activities.
10. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with youth, other employees and the public.
5. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.
6. Have ability to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgement.
7. Have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.
8. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows, MS Office Suite applications.

**Requirements:**

1. Must have a high school diploma or equivalent; and one year of a successful higher education experience or successful work history with youth.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
4. Must have excellent organizational skills; ability to work independently.
5. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
6. Must have excellent computer skills; previous experience with online, videoconferencing and other technology-mediated instructional methods.
7. Must have demonstrated ability to establish/maintain an effective file and retrieval system; previous experience with records management.
8. Shall be readily available for local and out of the area travel as required for job related training.

9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to the Tribe's and Programs confidentiality policy.
11. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.

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

**Veterans 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

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

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