
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
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement **(Internal Posting)**

Title: Lead Compliance Officer

Reports To: Tribal Court

Location: Based in Yreka

Salary: \$19.60 - \$22.60 per hour (DOE)

Classification: Full- Time (40hrs per week), Regular, Non Exempt, Non-Entry Level

Application Deadline: August 16, 2019 by 5 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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (530) 493-5322, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Reports To: Tribal Court

Location: Based in Yreka

Salary: \$19.60 - \$22.60 per hour (DOE)

Classification: Full- Time (40hrs per week), Regular, Non Exempt, Non-Entry Level

Responsibilities:

1. Implements rehabilitation programs tailored to the needs of each wellness court participant.
2. Completes needs and risks assessments for participants as directed.
3. Arranges and monitors placement of wellness court participants in various rehabilitation and/or treatment programs.
4. Maintains communication and liaison with local law enforcement, social services, probation and other community resource agencies both tribal and county.
5. Compiles, investigates, verifies and presents reports on personal, social, educational, financial, vocational, health and/or prior criminal history of wellness court participants.
6. Shall make appropriate referrals to relevant programs or agencies.
7. Shall assist participants and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
8. Develops recommendations for disposition and presents reports to various courts, officials and agencies.
9. Supervises, Monitors and Conducts home visits/curfew checks of program participants and may transport or arrange for transportation for participants to appointments or activities.
10. Present written reports and recommendations to the Tribal Court.
11. Attend and provide reports in all pre-hearing staffing meetings for Tribal Wellness Court.
12. Implements culturally infused rehabilitation programs.
13. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
14. Shall assist the Judicial Administrator and or Wellness Court Coordinator in day to day operations of Wellness Court programing.

15. 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 family members in culturally diverse environments.
2. Desire and skill working with a team of professionals in a group decision making environment.
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 other employees and the public.
5. Have the ability to understand and follow oral and written instructions.
6. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
7. Strong organizational skills, able to prioritize duties and ensure timely completion of tasks.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.
9. Desire Alcohol and Drug Certification equivalency of a Registered Alcohol & Drug Technician (RADT_I) or higher.

Requirements:

1. Must have education equivalent to an AA Degree from an accredited college or university, including thirty (30) semester units in related field such as criminal justice, social welfare, criminology, sociology or psychology.
2. Must have successfully completed Tribal Probation Academy training or equivalent Probation training.
3. Must have 2 years specialized experience assisting professionals in the field of Youth Delinquency Programs, Juvenile or Adult Corrections Programs, Substance Abuse/ Treatment Programs, or Youth Group Home programs.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must have completed Mandated Child Abuse reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
6. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.

7. Must adhere to Tribes and Programs confidentiality policy.
8. Must successfully pass a pre-employment drug screening test.
9. 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 (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense 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 23, 2018. Revised: February 21, 2019

Chairman's Signature: _____

Employee's Signature: _____