
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



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:** Project Coordinator/Advocate
- Reports To:** Judicial Administrator or Designee
- Location:** Based in Yreka with regular travel within the Tribes service area.
- Salary:** \$18.00 - \$24.00 per hour (DOE)
- Classification:** Full- Time, Regular, Non-Exempt, Non-Entry Level
- Summary:** The position will have basic knowledge of the state and tribal justice systems, strong organizational, problem solving and interpersonal skills; ability to identify and be responsive to needs of child victims of crimes and relate well to them; ability to demonstrate sensitivity to and establish rapport with tribal children and families; ability to exhibit emotional stability under conditions of high stress; ability to understand and apply established operating guidelines. In addition, incumbents should be able to effectively interview child participants to obtain and record factual information, communicate effectively both orally and in writing, maintain confidentiality.

Application Deadline: August 7, 2020 by 5pm

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

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Responsibilities:

1. Shall be responsible for assisting the Administrator or Designee in insuring that all aspects of the project are operating effectively and efficiently and shall be responsible for such administrative duties as may be delegated by the Administrator or Designee.
2. Shall be responsible for the day-to-day oversight of staff including supervising/training advocates.
3. Shall remain abreast of any changes in the state-of-the-art best practices as it relates to service delivery and coordination of services to Tribal communities.
4. Shall act in the capacity of a child victim advocate and liaison to coordinate assistance between Tribal Governments, County and State Agencies, Governments.
5. Shall conduct screenings and assessments of child victims' eligibility for service.
6. Shall maintain lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
7. Shall make appropriate referrals to relevant programs or agencies.
8. Shall assist child victims and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
9. May accompany child victims to appropriate court hearings.
10. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
11. Shall assist the Judicial Administrator in meeting grant requirements, reporting and

data collection as assigned.

12. 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 youth and 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 10 and MS Office Suite applications.
7. Have strong organizational skills, able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Equivalent to graduation from high school and (4) four years' experience of para-professional victim services, peer counseling, crisis intervention, advocacy, social services or related experience.
2. Must have completed the minimum 40 hours OVC Introductory Advocacy Training from the VAT online training site.
3. Must have Tribal Court Legal Advocacy experience or have proof of being a Lay Advocate/Spokesperson in a Tribal Court.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.

6. Must have ability to make oral presentations to diverse audiences, including youth consumers, service providers and policymakers.
7. Must adhere to Tribe's and Program's 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 27, 2020

Revised:

Chairman's Signature: _____

Employee's Signature: _____