
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: Self-Help Center Technician

Reports To: Judicial Administrator or Designee

Location: Based in Yreka with regular travel within the Tribe's service area

Salary: \$21.00 - \$25.00 per hour (DOE)

Classification: Part-Time (30 hours per week), Regular, Non-Exempt, Non-Entry Level

Summary: The emphasis of the Karuk Tribal Court Self Help Center is to provide legal information and education, not legal strategy and advice. The staff at the Self-Help Center provides information about procedure, substantive law and choices litigants may have, thereby allowing litigants to make informed decisions about their situation. The Self-Help Center staff cannot provide legal advice or representation in court. While they can give general information regarding forms and processes, they cannot provide participants with legal advice.

Application Deadline: November 1, 2022 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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall provide information and educational materials to the public regarding court rules and procedures; reviews court forms with self-represented parties.
2. Shall be able to effectively interview eligible tribal members or enrolled descendants to obtain and record factual information, communicate effectively both orally and in writing, maintain confidentiality.
3. Shall assist eligible tribal members, or enrolled descendants, with the preparation of court forms.
4. Shall review court documents and forms for completeness and procedural compliance with specific requirements set forth in applicable legal codes.
5. Shall make appropriate referrals to relevant programs or agencies.
6. Shall assist eligible tribal members or enrolled descendants in the completion of applications and other paperwork needed to obtain services.
7. Shall deliver workshops to self-represented litigants to explain Tribal Court procedures.
8. Shall assist with the development of electronic and other educational materials for self-represented litigants concerning Tribal Court procedures.
9. Shall assist the Tribal Court's efforts to automate court processes and expand availability and efficiency of self-help services through the use of technology.
10. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork assigned by Administrator or Designee.
11. Shall assist the Administrator or Designee in meeting relevant grant requirements, reporting and data collection as assigned.
12. Shall assist Administrator or Designee in planning and executing program outreach/educational events.

13. Shall be available for local and out of the area travel as required for job related training and various activities.
14. Shall attend all required meetings and functions as requested.
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 people in culturally diverse environments with some knowledge of the Karuk culture.
2. Desire and skill working with a team of professionals in a group decision making environment.
3. Have ability to demonstrate respect, honesty, integrity, and fairness to all and follow policies and procedures.
4. Have the ability to manage time well and work under stressful conditions with an even temperament.
5. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Have the ability to understand and follow oral and written instructions.
7. 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.
8. Strong organizational skills, able to prioritize duties and ensure timely completion of tasks.
9. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Equivalent to graduation from high school and one year of full time experience providing customer service in a professional office setting; AND either one (1) of the options listed below: · Completion of twelve (12) semester units of coursework in administration of justice, criminology, psychology, sociology, social welfare, or a closely related field; OR one year experience of para-professional victim services, peer counseling, crisis intervention, social services, health services, or related experience.
2. Must be a self-starter, well organized, and willing to learn new skills.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within days of hire.
5. Must have completed the minimum 40 hours OVC Introductory Advocacy Training from the VAT online training site or be willing to complete within 30 days of hire.
6. Must have ability to make oral presentations to diverse audiences, including 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.

Review Committee Approved: March 14, 2022

Revised:

Employee's Signature: _____