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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  
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

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## Vacancy Announcement

**Title:** Victim Services Specialist

**Reports To:** Judicial Administrator or Designee

**Location:** Based in Orleans, or Happy Camp with regular travel within the Tribe's service area

**Salary:** \$15.50 - \$18.75 per hour (DOE)

**Classification:** Part-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 victims of crimes and relate well to them; ability to demonstrate sensitivity to and establish rapport with victims of crime; ability to exhibit emotional stability under conditions of high stress; ability to understand and apply established program guidelines. In addition, incumbents should be able to effectively interview program participants to obtain and record factual information, communicate effectively both orally and in writing, maintain confidentiality.

### **Application Deadline: Open Until Filled**

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 descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

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### **Responsibilities:**

1. May act in the capacity of a victim advocate and liaison to coordinate assistance between Tribal Governments, County and State Agencies, Governments.
2. Shall conduct assessment of victims' needs for service.
3. Shall make appropriate referrals to relevant programs or agencies.
4. Shall assist victims in the completion of applications and other paperwork needed to obtain services.
5. Shall assist with safety planning.
6. May accompany victims to appropriate court appearances.
7. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork assigned by Administrators.
8. Shall assist the Judicial Administrator in meeting grant requirements, reporting and data collection as assigned.
9. Shall assist Supervisor in planning and executing program outreach/educational events.
10. Shall be available for local and out of the area travel as required for job related training and various activities.
11. Shall attend all required meetings and functions as requested.
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. 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.

**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 fifteen (15) 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 60 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 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:** July 16, 2020

**Revised:** February 25, 2021

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

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