

Karuk

Community

Development

Corporation

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Naa Vúra Yéeshiip Program Director/Clinical Practitioner
(Depends on Experience)**

This is a full time position based in Happy Camp with required travel to Yreka and Orleans.

The Director will supervise and conduct the day to day operations of the program by ensuring the availability of weekly cultural therapy, volunteer and transportation services to clients. Is responsible for the supervision of the over all program. Develops, oversees and prepares proper documentation of client services. Responsible for client referrals to other tribal and county agencies as needed. Screens, recruits and directs development of cultural practitioners, including provision of cross training opportunities with treatment providers. Conducts individual/group psychotherapy services and individual assessments and formulates treatment plans. Upholds the inclusion of the cultural characteristics within the program. The Director will provide information to parents, participants and collaterals about program matters. Oversees the planning and coordination of transportation to activities that favor positive attendance at program activities. Prepares required monthly program reports to be submitted to the Board of Directors. Is responsible for all reporting requirements to CalEMA as stipulated in the grant. Is responsible for referral services to other tribal and county agencies of clients.

Individuals interested in applying for this position must submit an employment application to Tamara Barnett no later than 5pm, Thursday, August 21, 2012.

Position Posted On: 8/8/2012 11:58 AM

POSITION DESCRIPTION

Title: Program Director/Clinical Practitioner
Reports To: Karuk Community Development Corporation Board Chair
Location: Happy Camp with travel required to Yreka and Orleans
Salary: Depends on Experience
Classification: Full Time, Exempt, Non-Entry Level

Summary: The Director will supervise and conduct the day to day operations of the program by ensuring the availability of weekly cultural therapy, volunteer and transportation services to clients. Is responsible for the supervision of the over all program. Develops, oversees and prepares proper documentation of client services. Responsible for client referrals to other tribal and county agencies as needed. Screens, recruits and directs development of cultural practitioners, including provision of cross training opportunities with treatment providers. Conducts individual/group psychotherapy services and individual assessments and formulates treatment plans. Upholds the inclusion of the cultural characteristics within the program. The Director will provide information to parents, participants and collaterals about program matters. Oversees the planning and coordination of transportation to activities that favor positive attendance at program activities. Prepares required monthly program reports to be submitted to the Board of Directors. Is responsible for all reporting requirements to CalEMA as stipulated in the grant. Is responsible for referral services to other tribal and county agencies of clients.

Responsibilities:

1. Provides psychotherapy services to child victims of crimes in group mental health sessions and one on one.
2. Supervises Naa Vúra Yéeship Assistant and Clinical Practitioner.
3. Recruits and screens potential cultural practitioners according to CalEMA's regulations
4. Recruits and screens volunteers to assist in all areas of cultural services needs for the site i.e., transportation, supervision of activities, support persons needed
5. Develops budget, allocation disbursements for all program expenses in collaboration with the project financial officer. Provides cultural supplies, location and purchasing as needed according to CalEMA guidelines.
6. Represents the program at appropriate tribal and county meetings

7. Coordinates referrals of clients from Tribal Court and other agencies such as local Victim Witness Programs as needed.
8. Oversees implementation of cultural curriculum into weekly services for clients in all service locations.
9. Maintains necessary documentation and prepares activity reports required by funder.
10. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a Master's level degree and/or license to practice psychotherapy in the State of California.
2. Must have three years minimum experience practicing psychotherapy with child abuse victims.
3. Must have knowledge of and past experience working with Native American people.
4. Must have previous experience working in child abuse field.
5. Must have familiarity and knowledge of Karuk Tribal Elders and other tribal members with special cultural knowledge, skill and ability to teach children.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to the Tribe's confidentiality and HIPAA policies.
8. 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 Preference will be observed in hiring.

Board Approved:

Chairman's Signature: _____

Employee's Signature: _____