

Department of Natural Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe



Administrative Office

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

Orleans Medical Clinic

39051 Highway 96
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Vacancy Announcement

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

Title: Karuk Biological Technician

Reports To: Food Securities Project Coordinator

Location: Orleans

Rate: \$15.00 to \$18.00 per hour

Classification: Full-time Regular, Non-Exempt, grant funded through August 2017

Summary: The Karuk Tribe Biological Technicians are AFRI Food Security Grant funded, full time positions that shall work under the supervision of the Food Securities Project Coordinator to carry out activities related to the management, and utilization of traditional and contemporary food and fiber resources. Shall work with Cultural Biologist and volunteers to achieve synergy between tribal obligations and partner organizations such as those coordinated under current Memorandum of Agreement with the Karuk Tribal Assistance for Needy Families (TANF) Program. Positions are dependent on support funding and may require acquisition of continued, additional, and subsequent funding.

Application Deadline: 5pm, February 19, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.



Administrative Office

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Position Description

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Responsibilities:

1. Shall be responsible for carrying out food crew (bio-tech) tasks, including those associated with fulfillment of the Food Security Project objectives.
2. Shall actively participate in Food Security objectives and extend learned knowledge as appropriate into additional practical experience for volunteers.
3. Shall transport to and supervise volunteers and tribal youth at workshops camps and resource management activities.
4. Shall lead and assist volunteers and tribal youth in food and fiber material gathering and processing, and assign group tasks as needed to successfully manage the these activities.
5. Shall acquire data collection skills and techniques as required, and implement these into daily programmatic work routine.
6. Shall maintain necessary documentation of harvest yields, expenses and attendance to assist the Food Security Project Coordinator in preparing reports.
7. With guidance from supervisor, shall document notable change in knowledge, behavior, and condition as required for departmental and USDA-AFRI reporting.
8. Shall build relationships with the Karuk Temporary Assistance for Needy Families clients and community youth-serving organizations.

9. Shall be responsible for conducting daily safety meetings with TANF, youth, and volunteer participants and shall provide basic first aid as needed.
10. Shall be available for local and out of the area travel as required to identify resource plots, harvest food and fiber, and manage identified landscapes.
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, Tribal youth and their parents, natural resource agencies, and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates the ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.
6. Shows understanding of activity procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of the program participants.
7. Must have demonstrated ability to learn, share, practice, and impart traditional and contemporary knowledge relating to the management, procurement, and processing of a wide variety of Native foods.

Requirements:

1. Must express willingness to work with tribal volunteers and youth involved in multiple systems, especially community-based mental health, juvenile justice, and/or child welfare systems.
2. Ability to build partnerships with stakeholders across multiple organizations.
3. Ability to connect with tribal members and descendants.
4. Ability to take detailed field notes and complete documentation forms to track progress and conditions in the field.
5. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
6. Must have high respect for and fundamental understanding of Karuk culture.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

8. Must adhere to confidentiality and HIPAA policies.
9. Must successfully pass a TB test and a pre-employment drug screening test and be willing to submit to a criminal background check.

Preferred:

1. Experience related to traditional food procurement, processing, and preservation.
2. Experience and knowledge related to traditional land management.

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: January 23, 2014

Chairman's Signature: _____

Employee's Signature: _____