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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 Tribe****Administrative Office**

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

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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**Emergency Posting****Vacancy Announcement**

**Title:** On-Call Transporter  
**Reports To:** Child and Family Services Director  
**Location:** Yreka  
**Salary:** \$10.00 per hour  
**Classification:** Temporary On-Call

**Summary:** The Transporter will be based out of the Yreka Department of Child and Family Services and shall be on call to provide transportation of clients to Child and Family Services, medical, and dental appointments using available Tribal vehicles as scheduling allows. Shall provide assistance to those individuals needing special attention as indicated, (ex; handicapped).

**Application Deadline: Saturday March 31, 2013.**

Job descriptions and applications are available online at [www.karuk.us/jobs](http://www.karuk.us/jobs), or contact the Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, CA 96039

- Telephone: 530-493-1600, ext 2010
- Fax: (530) 493-1611
- Email: [lcolegrove@karuk.us](mailto:lcolegrove@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.

Applicant's must submit an employment application to the Happy Camp Human Resources Office no later the deadline.

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## POSITION DESCRIPTION

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**Classification:** Temporary On-Call

**Summary:** The Transporter will be based out of the Yreka Department of Child and Family Services and shall be on call to provide transportation of clients to Child and Family Services, medical, and dental appointments using available Tribal vehicles as scheduling allows. Shall provide assistance to those individuals needing special attention as indicated, (ex; handicapped).

**Responsibilities:**

1. Shall efficiently provide transportation to appointments.
2. Shall competently provide assistance to those individuals needing special attention as indicated (ex; handicapped).
3. Shall efficiently and responsibly ensure that all clients comply with State Laws and Tribal Policies (ex; wearing of seat belts, not drinking alcoholic beverages, no smoking, etc.).
4. Shall proficiently keep documentation of mileage for each trip, and credit card receipts.
5. Shall adequately be responsible for vehicle maintenance including cleanliness.
6. Shall be capably available for local and out of the area travel as required for job related training.
7. Shall attend all required meetings and functions as requested.
8. Is courteous in accepting other job duties as assigned.

**Qualifications:**

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

**Requirements:**

1. Must possess a high school diploma or equivalent.
2. Two (2) years' experience driving in local area and in various weather conditions, experience in city driving preferred.
3. Must be willing to be flexible in work scheduling, late evenings, weekends, and may include holidays.
4. Knowledge and experience of body mechanics preferred, for assisting disabled persons.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must strictly adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine. Must test annually for TB.
8. Must become certified in and remain current in CPR.
9. Must successfully pass a pre-employment drug and alcohol 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.

**Council Approved: March 14, 2013**

**Chairman Signature:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_