

---

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**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

---

## Vacancy Announcement

**Title:** Recovery Coach

**Reports to:** Substance Use Disorder Program

Manager

**Location:** Yreka, Happy Camp, and Orleans Communities

**Salary:** \$14.00 to \$17.00 per hour, DOE 20-29 hours per week,  
Grant funded position

**Summary:** The mission of the Karuk Tribe's Substance Use Disorder (SUD) Program is "to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve." The Recovery Coach shall be responsible for providing a full range of substance use disorder support services for clients and their families as needed. The Recovery Coach shall identify trends, problems, and needs for service in the Karuk communities and shall collect and analyze data for organizational improvement.

The Recovery Coach operates as a Peer to Peer Advisor and social support advocate to reduce the occurrence of relapse. The Recovery Coach shall carry out their duties with professional and community support to reduce the occurrence of relapse. The Recovery Coach shall carry out their duties with professional and personal integrity while being a team member, providing continuity of care in compliance with federal, state, county laws and regulations, AAAHC standards and Karuk Health and Human Services policies and procedures.

**Classification:** Part Time, Regular, Non Exempt, Entry Level

### **Application Deadline: November 8, 2019 by 5:00 pm**

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**

<b>Title:</b>	Recovery Coach
<b>Reports To:</b>	Substance Use Disorder Program Manager
<b>Location:</b>	Yreka, Happy Camp, and Orleans Communities
<b>Salary:</b>	\$14.00 to \$17.00 per hour, DOE 20-29 hours per week, Grant funded position
<b>Classification:</b>	Part Time, Regular, Non Exempt, Entry Level

**Summary:** The mission of the Karuk Tribe's Substance Use Disorder (SUD) Program is "to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve." The Recovery Coach shall be responsible for providing a full range of substance use disorder support services for clients and their families as needed. The Recovery Coach shall identify trends, problems, and needs for service in the Karuk communities and shall collect and analyze data for organizational improvement.

The Recovery Coach operates as a Peer to Peer Advisor and social support advocate to reduce the occurrence of relapse. The Recovery Coach shall carry out their duties with professional and community support to reduce the occurrence of relapse. The Recovery Coach shall carry out their duties with professional and personal integrity while being a team member, providing continuity of care in compliance with federal, state, county laws and regulations, AAAHC standards and Karuk Health and Human Services policies and procedures.

### **Responsibilities:**

1. Shall provide SUD support services to community members in the Tribe's service area.
2. Shall provide high intensity monitoring during first 90 days of patients care.
3. Shall be able to provide support and encouragement, stage appropriate recovery education and guidance, assertive linkage to local communities of recovery which may include linkage to native healers/Elders, self –help, and alternative treatments.
4. Shall be familiar with confidentiality laws and HIPPA.
5. Shall be able to recognize early warning signs of relapse and high risk situations that pose risk of relapse.
6. Shall provide support for the individual and family.

7. Shall prepare clear, concise, and comprehensive caseload records and make sound recommendations on the basis of such information as well as organize and manage a caseload.
8. Shall provide advocacy services on behalf of the client to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed within the scope of practice.
9. Shall coordinate prevention activities for individuals, families, and youth and develop and maintain cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Karuk Tribal Health and Human Services staff.
10. Shall provide referrals to appropriate community services.
11. Shall allow for and provide access to alternative SUD treatment such as traditional practices.
12. Routine duties shall include providing SUD services in an office setting and other community locations within the Karuk Tribe's Service Area.
13. Shall be available for local and out of the area travel as required for job related training.
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.
16. Work hours may be modified to support substance use disorder services that extend prior to or after normal working hours, including weekends. It is expected to not exceed 40% of the total work hours annually. Saturdays and evenings may be routine.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.

3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. High school diploma or equivalent.
2. Must be in sustained recovery for a minimum of one year.
3. Must have, at a minimum, one year experience with self-help, and recovery services.
4. Must be able to help others without compromising one's own sobriety/mental health.
5. Must be able to recognize personal and professional boundaries.
6. Must adhere to professional standards and code of ethics.
7. Must be willing and able to respect and follow the rules of confidentiality and HIPAA.
8. Must possess valid driver's license and be insurable by the Tribe's insurance carrier.
9. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
10. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine.
11. Must test annually for Tuberculosis (TB).
12. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation, and written inquiries to appropriate local law enforcement.
13. Applicant must not have been convicted of a drug felony within the previous two years.
14. Must successfully pass a pre-employment drug and alcohol screening test. Due to the sensitivity of this department, transfers from other departments must pass an additional pre-employment drug and alcohol screening.

**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:** October 10, 2019

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

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