
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**

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Karuk Dental Clinic

64236 Second Avenue
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Phone: (530) 493-2201
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Vacancy Announcement

- Title:** Senior Resident
- Reports To:** Substance Use Disorder Program Manager
- Location:** Yreka Human Services
- Compensation:** \$75.00 – \$150.00 per week DOE Free rent and utilities
- Classification:** Part Time, Regular, Permanent, Non-Exempt

Summary: The Senior Resident is a part-time live-in individual with the responsibility of managing and coordinating the Karuk Men’s Transitional Home. Position requires a detail – oriented individual with leadership skills. The Senior Resident works directly with men in transitional living environment. This includes managing and coordinating daily housekeeping tasks, leading weekly “House Meetings,” and conducting inspections, The Senior Resident is part of a team and receives regular supervision from Karuk Substance Use Disorder (“SUD”) Program staff. Senior Resident will have their own room during shifts and will be permitted to sleep throughout the night, only to be woken up if there is an issue.

Candidates for this position must be able to maintain organized records, communicate effectively both orally and in writing, and be able to interact appropriately and professionally with men who are working on their recovery.

Application Deadline: April 29, 2021 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: vsimmons@karuk.us

Position Description

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Responsibilities:

1. Provides guidance, supervision, and support to residents in the transitional home.
2. Maintains awareness of resident’s safety at all times while at the facility.
3. Ensures physical environmental safety and security by conducting regular house checks & working with supervisor to conduct fire drills and disaster drills per policies and procedures.
4. Maintains updated schedule of resident’s whereabouts and appointments to ensure client accountability.
5. Conducts physical walk through and searches of the sober living homes to record routine and irregular occurrences.
6. Observes and monitors behavior and progress of residents.
7. Communicates concerns regarding the sober living home to supervisor.
8. Follows proper intake and termination procedures.

9. Ensure residents perform daily household chores and maintain house cleanliness.
10. Maintains a clean and sanitary environment for the residents.
11. Implement and enforce house operations policies and procedures.
12. Maintains daily inventory of housing needs.
13. May transport residents per supervisor's directives (for court, doctor's appointments, ancillary services, etc.).
14. Other duties assigned by Supervisor.

Qualifications:

1. 2-years' experience with substance abuse population with minimum of one-year sobriety if recovering.
2. Have the ability to work effectively with Native American people in culturally diverse environments.
3. Valid driver's license, good driving record, and insurable by the Tribe's carrier preferred.

Requirements:

1. High School Diploma or equivalent.
2. Must obtain First Aid, CPR training during the first 30 days of employment.
3. Must obtain additional education related to Mental Health First Aid, and drug testing procedures during the first six months of employment.
4. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
5. Must be able to live in a shared living situation with other men. Requires maintaining a visible presence in the Karuk Transitional Home, including being present in the residence at night. Absences from the residence will be coordinated and approved with the Karuk SUD Program Manager.
6. Basic computer and keyboarding skills (i.e. Microsoft Word, Excel).

7. Must pass a criminal background check. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Charges and convictions of all crimes against persons or property will be subject to review.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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: May 9, 2019 **Revised:** October 10, 2019

Chairman's Signature: _____

Employee's Signature: _____