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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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## Vacancy Announcement

(Internal Posting)

**Title:** TERO/Child Care Program Deputy Assistant

**Reports To:** TERO/Child Care Director

**Location:** Happy Camp Administration Office

**Salary:** \$15.00 to \$25.00 per hour DOE

**Classification:** Full Time, 40 hours per week, Regular, Non Exempt, Non Entry Level

**Summary:** The TERO/Child Care Program Deputy Assistant shall work directly with the TERO/Child Care Director and will assist in a variety of functions including but not limited to; clerical duties, attending meetings, taking minutes, filing, answering phones, taking messages, making copies, faxing, sending correspondence, data entry, determining eligibility for federal programs, monitoring contractors, monitoring application screenings, monitoring interviews and delivering mail.

The Deputy Assistant will be trained to perform the duties of the TERO Director when designated or when the TERO Director is out of the area. The TERO Deputy Assistant will be trained to assist the TERO Director to ensure that all Tribal departments, programs, sub-entities, and their contractors comply with all applicable Tribal, Federal, and State employment laws, including the Tribal Employment Rights Ordinance (TERO), the Indian Preference Act and the Workforce Protection Act (WPA). Shall be familiar with administering the BIA-funded Adult Vocational Training (AVT) Program, DHHS-CCDF funded Childcare Program and Equal Employment Opportunity Commission (EEOC) requirements.

**Application Deadline: November 3, 2020 5:00PM**

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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Shall be trained to oversee TERO Department activities in the absence of the TERO Director or in succession of the TERO Director.
2. Shall greet and direct visitors in a friendly and helpful manner.
3. Shall receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
4. Shall log incoming and outgoing correspondence into proper files and/or database.
5. Shall maintain and /or update paper files and records on computer database as required.
6. Shall assist with documents for preparations for Newsletter articles, Council reports, TERO Commission meetings, grievance investigations, TERO hearings, contracts, meeting agendas, minutes and other documents.
7. Shall be trained to stock vending machines as necessary.

8. Shall provide clerical support in the coordination of collaborative projects with other tribal programs and departments including meeting logistics, note taking, copying, faxing, shredding, and filing.
9. Shall become knowledgeable and familiar with the WPA/TERO ordinance, Hiring policy and other program policies and shall assist in monitoring activities such as application screenings, interviews, child care home visits, TERO wage monitoring, construction pre-bid meetings, contract monitoring, Tribal OSHA standards and other responsibilities under TERO jurisdiction.
10. Shall be trained in determining participant program eligibility for employment under the provisions of the TERO ordinance; monitors and certifies TERO/Indian Preference eligibility for purposes of employment with the Karuk Tribe, its sub-entities and TERO governed contractors. Shall be trained in administering and determining eligibility for ACF/OCC CCDF Child Care program and the BIA-funded Adult Vocational Training (AVT) program.
11. Shall be willing to participate in various types of job skill training such as computer classes, interviewing skills, resume preparation, public speaking, etc. if offered.
12. Shall attend meetings of the Karuk Tribal Council and TERO Commission to advise as necessary and appropriate regarding tribal hiring practices and compliance with TERO/Indian Preference. Shall monitor hiring of personnel by the Karuk Tribe, its sub-entities and TERO-governed contractors to ensure compliance with the Tribal Employment Rights Ordinance.
13. Shall assist TERO applicants and employees in filing complaints under the provisions or the TERO; serves as the impartial agent responsible for investigating, researching, documenting and reporting any information required by the TERO Commission within established timeframes.
14. Shall be available for local and out of the area travel as required for job related trainings or out of the area meetings including regional quarterly meetings and annual national meetings. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse and demanding 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. Must have High School Diploma or GED. Documented continuing education credits or educational degree will be given priority.

2. Must possess the potential to be trained to competently learn and perform all tasks listed in this position description.
3. Must have at least 5 years previous office experience.
4. Must have advanced computer skills to complete required duties. (Outlook, Excel, Publisher, and database entry).
5. Must demonstrate knowledge of Federal/Tribal employment and contracting laws and regulations. Must have compliance monitoring experience.
6. Must demonstrate strong communication skills both oral and written.
7. Must demonstrate excellent customer service skills.
8. Must adhere to confidentiality policy.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier and have reliable transportation.
11. 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.

**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 24, 2019

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

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