

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

**Karuk Dental Clinic**

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

Administrative Office

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

Vacancy Announcement (Internal Posting)

Title: Temporary Supervising Advocate-Tribal Court Advocate Program

Reports To: Judicial Administrator

Location: Based in Yreka with regular travel within the Tribe's service area.

Salary: \$45,000-\$55,000 Annual, DOE

Summary: The position will provide a coordinated collaborative multidisciplinary response to eligible victims, their families, and the community within the Karuk Tribe Ancestral Territory. The Supervising Advocate will recruit, train and supervise volunteer advocates.

Classification: Full time, Temporary, (up to 3 months), Non Exempt, Non Entry Level

Application Deadline: May 22, 2018 by 5 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 Resources Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form.

The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of

your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.

✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.

✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.

✓ **Education** – You **must** attach copies of your educational achievements including certifications, special

training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.

✓ **Driver's License** – You must provide the state and number of your Driver's License on your application.

99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.

✓ **References** – You **must** include at least three (3) references on your application including their contact information.

✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.

✓ **Resume** – while not required, it is a good practice to include a resume with your application.

✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.

✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page.

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POSITION DESCRIPTION

Title: Temporary Supervising Advocate-Tribal Court Advocate Program

Reports to: Judicial Administrator

Location: Based in Yreka with regular travel within the Tribes' service area.

Salary: \$45,000- \$55, 000 Annual, (DOE)

Classification: Full Time, Temporary (Up to 3 months), Non Exempt, Non-Entry Level

Summary: The position will provide a coordinated collaborative multidisciplinary response to eligible victims, their families, and the community within the Karuk Tribe Ancestral Territory. The Supervising Advocate will recruit, train and supervise volunteer advocates.

Responsibilities:

1. Shall be responsible for the day to day operations of the Tribal Court Advocate Program.
2. Shall recruit, train and supervise volunteer advocates.
3. Shall be appointed by tribal court judges in a variety of cases including high conflict Youth in Need of Care cases, Juvenile Youth Wellness, guardianship, Domestic Violence and Child Custody/Visitation, under the tribal code.
4. Shall attend and provide assistance in all hearings and pre-hearing staffing meetings for Tribal Wellness, Child and Family and other relevant Court matters.
5. Shall act in the capacity of a victim advocate and liaison to coordinate assistance between Tribal Governments, County and State Agencies, Governments and The U.S. Attorney's Office for California District and the FBI.
6. Shall assist victims'/volunteer advocates in preparing proper legal documents with the Court.
7. Shall assist victims'/volunteer advocates in obtaining appropriate victim assistance services.
8. Shall maintain lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
9. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.

10. Shall assist the Judicial Administrator in meeting grant requirements, reporting and data collection as assigned.

11. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American youth and family members in culturally diverse environments.

2. Have knowledge of Tribal, California and Federal Indian law, and PL-280.

3. Demonstrated ability to recruit, train and supervise volunteer advocates.

4. Have knowledge of the legal, civil and service rights of victims of crime.

5. Have the ability to manage time well and work under stressful conditions with an even temperament.

6. Have the ability to understand and follow oral and written instructions.

7. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.

8. Demonstrated community organizing skills, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Must have education and/or experience equivalent to a four-year college degree and demonstrated five years working experience in the field of advocacy, law enforcement, social services, substance abuse counseling, education, probation or other community resource agencies both tribal and county.

2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

3. Shall be available to travel within the Tribes' service area.

4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

5. Must adhere to confidentiality policy.

6. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: August 10, 2017

Chairman's Signature: _____

Employee's Signature: _____