
Karuk Community Health Clinic

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Phone: (530) 493-5257
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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
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Phone: (530) 493-2201
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Vacancy Announcement

Title: ILTF High School Student Intern

Reports To: Director of Tribal Lands Management

Location: Land Office, Yreka, California

Salary: \$15.00 per hour, 32 hours per week

Summary: Shall work under the supervision of the Director of Tribal Lands Management, the ILTF (Indian Land Tenure Foundation) Youth Intern shall be trained in diverse skills under the supervisor's oversight to achieve the goals of the Karuk Tribe and Land Department. This position requires primarily indoor office work with standard office hours learning and assisting with land management activities.

Classification: Part time, Entry-level, Temporary (school vacation)

Application Deadline: Open Until Filled

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 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall be trained to perform land management tasks as assigned by Supervisor.
2. Shall be trained to undertake basic safety precautions including COVID-19 precautions, as necessary.
3. Shall be willing to learn and participate in aspects of tribal land acquisition, disposal, exchange, fee to trust transactions, rights of way and leases, policies and procedures.
4. Shall be willing to learn and participate in maintaining land records, historical data on realty and land management.
5. Shall be willing to learn the environmental review process and associated studies and documents.
6. Shall be willing to learn and participate in creating maps and graphs, using GIS software and related equipment.
7. Shall be trained in tribal land and resource management and history of the Karuk Tribe.
8. Shall be willing to participate in various types of job skill training such as computer classes, resume preparation, business correspondence, environmental education, etc. if offered.
9. Shall be available for local and out of the area travel as required for job related training.
10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

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

Requirements:

1. Must be between the ages of 16 and 18 years of age, if needed must provide work permit.
2. Must have completed their sophomore, junior or senior year of high school and have an interest in working on some aspect of tribal land management.
3. Must be willing and capable to learn how to operate a computer and various software such as MS Office, Word, Excel, and ArcGIS.
4. Must follow oral and written instructions, read and write at a level required for successful job performance.
5. Must be able to work efficiently and effectively without close supervision. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must adhere to the policies and procedures of the Karuk Tribe.

Physical and Environmental Requirements: This is primarily an office job, but candidate must also be able to work in the field for up to 6 hours per day, 4 days a week; stoop, kneel and crouch to pick up or remove forest debris, rocks, equipment, etc.; physical ability to lift and carry objects up to 50 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills. Must acquire physician's approval for work if prior limiting physical fitness is documented, such as but not limited to asthma, plant allergies, sun sensitivity.

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: January 7, 2021

Reviewed:

Chairman's Signature: _____

Employee's Signature: _____