

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

- Title:** Resident Opportunity & Self Sufficiency (ROSS) Service Coordinator
- Reports To:** Assistant Director/Operations Manager
- Location:** Happy Camp, with regular travel to Yreka & Orleans
- Salary:** \$18.00 to \$25.00 per hour, depending on experience
- Summary:** The ROSS Service Coordinator shall link KTHA residents with supportive services that will enable them to make progress towards economic self-sufficiency for their household by obtaining and maintaining financial, housing, and personal/family stability by working toward economic independence and stability through the achievement of personal goals. Shall serve as the lead point of contact in collaboration of grant related programs and reporting.
- Classification:** Full Time, Regular, Non-Exempt, Grant Funded in three-year cycles.

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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Classification: Full Time, Regular, Non-Exempt, Grant Funded in three-year cycles.

Responsibilities:

1. Shall meet with residents to explain requirements, rights and responsibilities during participation in the self-sufficiency program.
2. Shall develop a detailed Personal Self-Sufficiency Plan for each participating resident identifying short and long term goals in order to achieve self-sufficiency and identify and present alternative solutions for residents regarding family members on specific issues.
3. Shall counsel and coach residents and families on basic life issues involving economic, social, employment, educational skills, and financial literacy.
4. Shall network with local agencies and schools, including, but not limited to Karuk Tribal Departments to identify potential services and resources.
5. Shall work with residents, KTHA staff, local partners, and other stakeholders to form partnerships, establish local community resources, and develop strategies to address the needs of residents and remove barriers so that residents are making progress towards achieving self-sufficiency.
6. Shall work with KTHA Tenant Relations Officers to identify need and obtain referrals for program participants and ensure resident files are continually updated.
7. Shall manage and monitor ongoing caseloads of progress on personal self-sufficiency development plan.
8. Shall maintain/generate attendance records, program records and statistical data as needed for grant reporting.
9. Shall work with residents to achieve educational attainment and/or training levels that prepare residents for a career to support their family needs, support residents in financial coaching and literacy to manage household expenses and, work with residents to gain employment with adequate pay and benefits.
10. Shall assist in the coordination of supportive resources (childcare, transportation and community mentorships) enabling residents to participate consistently in educational and/or community events and programs that help achieve economic independence and stability.

11. Shall continually evaluate program success by developing and implementing new programs or services as needed.
12. Shall ensure that the coordination and the delivery of services meet the goals of the grant deliverables including the core functions of Resident Needs Assessment, Coordination, Case Management/Coaching, Resident Engagement, and Evaluation.
13. Shall work closely with Yav Pa Anav to ensure residents are receiving the services identified in the program/service referrals.
14. Shall provide monthly written reports to the KTHA Board of Commissioners and submit data through electronic evaluation tool(s) as required by funding agency guidelines.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

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.
5. Have knowledge of community agencies and services.

Requirements:

1. Possession of a Bachelor of Social Work degree in Gerontology, Psychology, or Counseling is preferred, other completed degree in relevant field will be considered; relevant work experience equivalent to education in related field(s) will be considered (two years' experience equals one-year education).
2. Must have knowledge of procedures and eligibility for federal and applicable state entitlement programs, and knowledge of legal liability issues related to providing Service Coordination.
3. Must possess two to three years' experience in social service delivery for low-income youth, adults, senior citizens and/or people with disabilities.
4. Must have demonstrated working knowledge of supportive services and other resources for youth, adults, senior citizens, and/or non-elderly people with disabilities available in the local area.
5. Must have demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families, the elderly, and/or people with disabilities.
6. Must have demonstrated ability to provide communications in a manner that is effective for persons with disabilities and persons with limited English proficiency (LEP).
7. Must possess computer skills and have the ability to teach those skills to others.
8. Must have the ability to communicate effectively, both verbal and written.

9. Must act in a professional manner and serve as a role model for residents and resident youth.
10. Must have the ability to use sound judgment, tact, and diplomacy.
11. Must have the ability to work closely with residents.
12. Must have the ability to develop and establish rapport and network with local, Tribal, and State agencies.
13. Must have ability to develop and maintain client database and submit reports on a monthly basis and as needed for the grant.
14. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
15. Must adhere to applicable confidentiality policies.
16. Must successfully pass a pre-employment drug screening test and a criminal background check.

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.

Board Approved: May 3, 2021

Council Approved: April 22, 2021

Chairman's Signature: _____

Employee's Signature: _____