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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 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

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## **Vacancy Announcement - Internal**

**Title:** Senior Resident

**Reports To:** Substance Use Disorder Program Manager

**Location:** Yreka Human Services

**Salary:** \$300.00 per month, 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: August 13, 2019**

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

## Position Description

|                        |   |
|------------------------|---|
| <b>Title:</b>          | Senior Resident                             |
| <b>Reports To:</b>     | Substance Use Disorder Program Manager      |
| <b>Location:</b>       | Yreka Human Services                        |
| <b>Compensation:</b>   | \$300.00 per month, free rent and utilities |
| <b>Classification:</b> | 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.

### **Duties & 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.

**Requirements**

1. Valid driver's license, good driving record, and must be insurable by the Tribe's insurance.
2. High School Diploma or equivalent.
3. Must obtain First Aid, CPR during the first 30 days of employment.
4. Must be willing and able to obtain additional education related to Mental Health First Aid, and drug testing procedures during the first six months of employment.
5. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
6. 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.
7. Basic computer and keyboarding skills (i.e. Microsoft Word, Excel).
8. Must pass a criminal background check. 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:** March 28, 2019 **Revised:** May 9, 2019

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

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