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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

**Title:** Karuk Tribal TANF Program (KTTP) Receptionist/Intake Clerk

**Reports To:** KTTP Family Services Specialist

**Location:** Yreka

**Salary:** \$14.00 to \$17.00 per hour, depending on experience

**Classification:** Full Time, Regular, Non-Exempt

**Summary:** The Receptionist will provide clerical support/initial case intake to the KTTP Family Services Specialist and Family Services Assistant as required. This will include answering phones, screening calls, scheduling appointments, filing, logging all incoming and outgoing mail and other clerical and organizational duties. Accept, review and process TANF applications.

### **Application Deadline: Open Until Filled**

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**

**Title:** Karuk Tribal TANF Program (KTTP) Receptionist/Intake Clerk

**Reports to:** KTTP Family Services Specialist

**Location:** Yreka

**Salary:** \$14.00 to \$17.00 per hour, depending on experience

**Summary:** The Receptionist will provide clerical support/initial case intake to the KTTP Family Services Specialist and Family Services Assistant as required. This will include answering phones, screening calls, scheduling appointments, filing, logging all incoming and outgoing mail and other clerical and organizational duties. Accept, review and process TANF applications.

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### **Responsibilities:**

1. Types and reproduces a variety of daily correspondence and documents from dictation, handwritten or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, monthly newsletters, directories and forms. Responsibilities will include proper assembly, arrangement, grammar and spelling. Prepares intermediate drafts when requested. Creates and updates appropriate forms for department programs as needed.
2. Performs receptionist duties for department staff. Receives telephone calls and greets visitors; answers routine and procedural inquiries personally; and refers other matters to the Site Supervisor or appropriate staff members.
3. Establishes and maintains an effective record keeping system. Obtains documents, files and background information, and assembles materials from files for use by KTTP staff.
4. Maintains and secures needed office supplies, publications, and services.
5. Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.
6. Maintains strict confidentiality of records, materials and conversations.
7. Receive, review and assist in processing TANF applications received. Enter all applicable documents supporting the applicant's application, into the TAS system via imaging and sending the processed application to the assigned family service assistant.
8. Update the TAS system on all additional information received. Includes but not limited to; processing supportive service requests, school information, imaging, project information.
9. Update client information received on a continual basis.

10. Provide any additional services, via email, text or phone communication.
11. Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Is polite and maintains 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 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 possess high school diploma or equivalent; completed courses or demonstrated experience in typing, word processing, and other general computer skills; must have keyboarding speed of at least 45 WPM. Certificates in the area of file and case management. Familiarity with Database systems, Microsoft Office software and Tribal Assistance System Software (TAS) preferred.
2. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have strong communication skills. Demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a drug screening test.
7. 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 and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses 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:** September 3, 2008

**Reviewed:** June 18, 2020

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

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