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

Vacancy Announcement (Internal)

Title: Tribal Court Advocate Assistant

Reports To: Tribal Court Advocate Program Manager

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

Salary: \$14.00 - \$19.00 Hr.

Classification: Full Time (40 hours per week), Regular, Non- Exempt, Non-Entry Level/Grant Funded (9/30/2020)

Application Deadline: March 3, 2021 by 5:00 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 ext. 2041, Fax: (530) 493-5322, Email: vsimmons@karuk.us

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Position Description

Title: Tribal Court Advocate Assistant

Reports To: Tribal Court Advocate Program Manager

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

Salary: \$14.00-\$19.00 Hr.

Classification: Full Time (40 hrs. per week), Regular, Non-Exempt, Non-Entry Level/Grant Funded(09/30/2020)

Responsibilities:

1. Shall be responsible for assisting the Tribal Court Program Manager in the day to day operations of the Program.
2. Shall assist in training and supervising interns and advocates.
3. May be assigned a case load 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. May attend and provide assistance in all hearings and pre-hearing staffing meetings for Tribal Wellness, Child and Family and other relevant Court matters.
5. May, under direct supervision, assist victims', advocates and interns in preparing proper legal documents with the Court.
6. Shall assist victims', advocates and interns in obtaining appropriate victim assistance services.
7. Shall maintain lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
8. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
9. Shall assist the Program Manager in meeting grant requirements, reporting and data collection as assigned.
10. Shall be polite and maintain a priority system in accepting other job related duties as assigned.
11. Shall assist Tribal Court Program Manager in planning and coordinating outreach and educational events.

Qualifications:

1. Have the ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Have basic knowledge of the legal, civil and service rights of victims of crime.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to understand and follow oral and written instructions.
5. 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.
6. Demonstrated community organizing skills, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Must have a high school diploma or equivalent education and demonstrated one year working experience in the field of youth advocacy, , social services, substance abuse counseling, education, probation .
2. Must possess valid driver’s license, good driving record, and be insurable by the Tribe’s insurance carrier.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
4. Shall be available to travel within the Tribes’ service area.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
6. Must adhere to confidentiality policy.

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: 2.13.2020

Revised: April 16, 2020

Chairman’s Signature: _____

Employee’s Signature: _____