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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:** Pikyav Field Intern

**Reports to:** Pikyav Field Institute Program Manager or designee

**Location:** Department of Natural Resources. Orleans, California

**Classification:** Part Time-Full-time, Temporary, Entry Level

**Salary:** \$15.00-\$18.40 per hour depending on education, experience, qualifications and funding availability.

**Summary:** Working under the supervision of the Pikyav Field Institute Program Manager or designee, the Pikyav Intern shall be trained in diverse skills by Pikyav Field Institute employees to achieve the goals of the Karuk Department of Natural Resources (DNR). The Pikyav Intern will assist in all aspects of Pikyav Field Institute, including: research and monitoring of focal plants, cultural species, and eco-cultural processes; native plant collection; voucher specimen preservation; mentoring and supervising Youth Interns; and other tasks as assigned.

### **Application Deadline: July 16, 2021 at 5:00 PM**

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 HHS Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

- Title:** Pikyav Intern
- Report To:** Pikyav Field Institute Program Manager or designee
- Location:** Department of Natural Resources. Orleans, California
- Classification:** Part Time-Full-time, Temporary, Entry Level
- Salary:** \$15.00-\$18.40 per hour depending on education, experience, qualifications and funding availability
- Summary:** Working under the supervision of the Pikyav Field Institute Program Manager or designee, the Pikyav Intern shall be trained in diverse skills by Pikyav Field Institute employees to achieve the goals of the Karuk Department of Natural Resources (DNR). The Pikyav Intern will assist in all aspects of Pikyav Field Institute, including: research and monitoring of focal plants, cultural species, and eco-cultural processes; native plant collection; voucher specimen preservation; mentoring and supervising Youth Interns; and other tasks as assigned.

### Responsibilities:

1. Shall be willing and interested in perform land management tasks as assigned by Supervisor.
2. Shall undertake basic safety precautions at all time and all job sites.
3. Shall be willing and interested to be trained in research and monitoring protocols such as those included on Survey 1,2,3 on provided Ipads and tasks as assigned.
4. Shall be willing and interested in basic skills to protect and revitalize Karuk aboriginal landscape, such as but not limited to orchards, ceremonial grounds and trails, traditional gathering sites, and riverine landscapes.
5. Shall be available for local and out of the area travel as required for job-related training.
6. Shall work productively and actively participate in a team-based environment.
7. Shall attend all required meetings and functions as requested.
8. Shall maintain necessary documentation of work performed.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Understanding of the value and importance of Traditional Ecological Knowledge.
3. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
4. Displayed ability to establish and maintain harmonious working relationships.
5. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be enrolled in college and have completed first year of college.
2. Must be willing and capable to learn how to operate a computer and various software such as Microsoft Office, Word, Excel and ArcGIS.
3. Must follow oral and written instructions, read and write at a level required for successful job performance.
4. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
5. Must adhere to the policies and procedures of the Karuk Tribe.
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:** Must be able to work in the field for up to 6 hours per day, up to 5 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:** July 7, 2021

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

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