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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:** Wellness Court Coordinator

**Reports To:** Judicial Administrator

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

**Salary:** \$19.00 - \$28.00 per hour (DOE)

**Classification:** Part Time (24 -29 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded (09/30/2021)

### **Application Deadline: March 11, 2019**

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)

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## POSITION DESCRIPTION

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**Reports To:** Judicial Administrator

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

**Salary:** \$19.00 - \$28.00 per hour (DOE)

**Classification:** Part Time (24 -29 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded (09/30/2021)

**Responsibilities:**

1. Shall provide information to prospective participants regarding the Wellness Court, including application process and program requirements; reviews applications to ensure completeness of application and to determine eligibility.
2. Schedules personal interviews of potential participants with Wellness Court team.
3. Guides new participants through in-take process and schedules assessments and evaluations as needed.
4. Prepare referrals for eligible clients to appropriate treatment providers for a Substance Abuse Disorder Assessment.
5. Assists in development/ implementation of rehabilitation programs tailored to the needs of each participant.
6. Completes required progress reports, data, collection surveys, and other reports as required.
7. Maintains participant information in a program database and in program files.
8. Prepares weekly program activity log sheets for distribution to participants.
9. Prepares Wellness Court docket in coordination with Court Administrator.
10. Locates new or existing programs for Wellness Court participants.
11. Attends hearings as needed for Wellness Court participants.
12. Prepares orders for required supplies.
13. Coordinates training for team members as required.
14. Attends training as required.
15. Shall assist the Judicial Administrator in meeting grant requirements.

16. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American youth and family members 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 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. Experience in crisis intervention and making referrals for services.
7. Strong organizational skills.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.
9. Ability to work in a team, problem solve as a team/collaborate.
10. Ability to seek out resources for program participants.

**Requirements:**

1. Must have Bachelor's Degree in Psychology, Sociology, Criminology or closely related field and 2 years or more of administrative/program management experience in social services programs such as behavioral health, child welfare services, substance abuse disorder programs or juvenile corrections programs;  
or an Associate's degree with 4 years or more of administrative/ program management experience in social services programs such as behavioral health, child welfare services, substance abuse disorder programs or juvenile corrections programs.
2. Must be a self- starter, well organized, and willing to learn new skills.
3. Must be able to prioritize duties and ensure timely completion of tasks.
4. Must have demonstrated ability to speak clearly and assertively in a face- to -face, as well as telephone communications.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must have completed mandated reporter training and CPR/First Aid or be willing to complete all trainings within 30 days of hire.
7. Must adhere to Tribes and Programs confidentiality policy.
8. Applicants must demonstrate in their applications familiarity and experience working with tribal population who have issues related to substance abuse, truancy, delinquency, domestic/family violence, sexual assault, and child abuse and neglect.
9. Must have ability to build partnerships with stakeholders across multiple organizations and systems locally, regionally, statewide and nationally.

10. Must successfully pass a pre-employment drug screening test.

11. 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 (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense 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: December 30, 2015; Revised February 21, 2019**

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

**Employee's Signature:** \_