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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 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

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## Vacancy Announcement

The Karuk Tribe is now accepting applications for the following position:

**Title:** Child Welfare Services Program Social Worker

**Reports To:** Child and Family Services Director

**Location:** Based in Happy Camp or Orleans, will serve both Happy Camp and Orleans communities

**Salary:** \$30,000 to \$45,000, depending on experience

**Summary:** The Karuk Child and Family Services Department provides assessment, therapy, case management, substance and alcohol abuse counselors, counseling and support services to eligible Tribal members and their children in order to promote stability and a safe environment for Tribal children and their natural families.

The Child Welfare Services (CWS) Program offers voluntary or court-ordered services to families to ensure child safety in the home and to strengthen the family, arranges placements and services for children for whom a safe return home is not possible and provides short-term family preservation services. The CWS Program also provides assistance in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Karuk Tribe, case management, advocacy, and court monitoring for eligible court cases.

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

### **Application Deadline: 5pm July 11, 2013**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [lclegrove@karuk.us](mailto:lclegrove@karuk.us)

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

## POSITION DESCRIPTION

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

**Responsibilities:**

1. Shall work with a high degree of independence in administering services and in using agency or community resources.
2. Shall determine client's needs and develop and carry out a comprehensive child welfare service plan.
3. Shall refer clients to other staff members, as necessary; identify client issues, develop and follow through on client service plans.
4. May be assigned to manage an active caseload of foster children in Karuk Foster Family Agency.
5. Shall assist clients with the utilization of community resources; interprets rules and regulations and policies for the clients pertaining to resources being sought.
6. Shall make necessary home visits to carry out casework assignments.

7. Shall develop and maintain case records and documentation.
8. Shall provide Child and Family Services Director with necessary reports as needed.
9. Shall provide community outreach and classes such as but not limited to parenting.
10. Shall attend in-services and other training courses designated to further understanding of Tribal Child Welfare process.
11. Shall write reports (child welfare, home studies, reunification, family maintenance, status review, and recommendations) for Tribal and State Courts.
12. May attend and appear in relevant Tribal and State Court Hearings on behalf of the Karuk Tribe.
13. Shall report case updates to the ICWA Committee.
14. Shall draft Tribal Resolutions for ICWA cases.
15. Routine duties shall include providing Child Welfare Services, and other related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
16. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Displays the skill and depth of job knowledge in assessing problem situations and formulating plans for service.

**Requirements:**

1. Must possess a BA/BS Degree in Social Work, Administrative of Justice, and Psychology, Sociology or related field or equivalent experience. (ASW or MSW preferred)
2. Three years social work experience in public, Tribal, or private services agency preferred.
3. Experience with Child Welfare Practices and/or Foster Care preferred.
4. Documented experience working with Native American families preferred.

5. Must be able to type at least 45 words per minute and have documented word processing and computer usage experience.
6. Must have the ability to communicate effectively in both oral and written form.
7. Must have demonstrated ability to work with the local Indian community as well as legal and outside agencies.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must successfully pass a drug screening test.
11. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.

**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: Revised June 14, 2007, Revised March 28, 2013.**

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

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