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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

(Internal Posting)

**Title:** Adult Re-Entry Caseworker

**Reports To:** Program Coordinator or Designee

**Location:** Based in Yreka with regular travel within the Tribe's service area

**Salary:** \$20.00 - \$24.00 per hour (DOE)

**Classification:** Part-Time Regular, Non-Exempt, Non-Entry Level/Grant Funded

**Summary:** Caseworker will provide support to eligible Adult Re-Entry participants transitioning from incarceration returning to Siskiyou County or the Orleans area in California who experience barriers because of criminal history. This includes, assisting clients with emergency transitional housing, job training and job search, legal advocacy, housing assistance, navigating community supervision, accessing public benefits, and other case management needs. The Caseworker will work closely with the Program Coordinator or designee to empower participants of the program to have the skills and confidence to thrive as active participants in our community.

**Application Deadline: March 4, 2024 by 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 Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Provides support services to program participants.
2. Maintains Community Resource Guide and coordinates assistance between Tribal, State and County programs or nonprofit agencies.
3. Assists lead case manager in conducting intake/screening either via phone or in person in early intervention process of request for service and determination of eligibility.
4. Assists the lead case manager in providing high intensity monitoring during the first two phases of wellness program.
5. Recognizes early warning signs of relapse and high-risk situations that pose risk of relapse; reports as required.
6. Makes appropriate referrals to relevant programs or agencies.
7. Provides support services on behalf of the participant to obtain needed services, retain personal objectively, and deliver crisis intervention services as needed.
8. Provides access to alternative treatments such as traditional practices.
9. Prepares clear, concise, and comprehensive caseload records and makes sound recommendations on the basis of such information as well as organizes and manages a caseload.
10. Maintains record keeping system, timesheets, scheduling, and related paperwork assigned by Program Coordinator or Designee.
11. Communicates regularly with supervisor, receives orders/tasks and implements assignments/tasks courteously.

12. Assists the Program Coordinator or Designee in meeting grant requirements, reporting and data collection as assigned.
13. Assists Program Coordinator or Designee in planning and executing program outreach/educational events.
14. Adheres to the Karuk Tribe's and the Karuk Adult Reentry policies and procedures.
15. Adheres to Tribe's and Program's confidentiality policy.
16. Shall be available for local and out of the area travel as required for job related training and various activities.
17. Maintains professional conduct throughout all work assignments.
18. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Demonstrates the desire and skill to work with a team of professionals in a group decision making environment.
3. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Demonstrates the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows 10 and MS Office Suite applications.
7. Displays strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.
8. Demonstrates community organizing skills, self-motivation, ability to work with minimal direct supervision.
9. Associates Degree in behavioral, social science or criminal justice field preferred.

**Requirements:**

1. High School Diploma or GED required and a minimum of two years related experience and/or training working with Native Americans in culturally diverse environment.
2. Must be self-identified as having experience with the process of recovery from a mental illness or substance use disorder, either as a consumer of these services or as the parent, caregiver or family member of a consumer.
3. Must be a self-starter, well organized, and willing to learn new skills.

4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must be willing to complete mandated reporter training and Cardio Pulmonary Resuscitation (CPR)/First Aid within 90 days of hire.
6. Must possess or be willing to work towards completing educational course work or training(s) specific to adult re-entry casework or adult re-entry case management systems.
7. Must have ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policymakers.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**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.

**Review Committee Approved:** February 23, 2024

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