
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 Posting)

Title: Natural Resources Technician II -Pikyav Field Institute

Reports To: Pikyav Field Institute Program Manager, or designee

Location: Department of Natural Resources, Orleans, California (Hybrid In-person/Remote)

Wage: \$18.84 to \$23.02 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.

Classification: Regular, Part-Time, Non-Exempt

Summary: The Natural Resources Technician II-Pikyav will work under the supervision of the Pikyav Program Manager or designee to carry out grant-related technical duties, which may include community outreach, collaboration, youth engagement, data collection, organizing workshops and field trips, coordination with partners, reporting, and other tasks as assigned. The Natural Resources Technician II -Pikyav shall work with other DNR staff, partners, and youth as needed. This position may serve in the capacity of Cultural Resources Technician II, if qualified, so long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: January 11, 2022 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: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall be responsible for the fulfillment of technician duties associated with grant deliverables funding the position as directed.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively participate in shared learning activities and engage in career development opportunities as directed.
4. Shall work productively and actively participate in a team-based environment.
5. Shall acquire and teach data collection skills and techniques as required and implement daily programmatic work routine as well as assist other Technicians with completing these tasks.
6. Shall work productively, assist with related outreach activities, and actively participate in a team-based environment.
7. Shall work with technical service providers to collect and upload field data for data management and reporting purposes.
8. Shall maintain necessary documentation of work performed, including regular (weekly) reporting on progress towards completing grant-related activities and deliverables.
9. Shall be available for local and out of the area travel as required.
10. Shall be polite and accept 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. Demonstrated ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.

Requirements:

1. Education and/or experience:
 - a. High school diploma or equivalent with two (2) years of work experience or
 - b. An equivalent combination of education and related experience.
2. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
3. Must be punctual, have a good work ethic, and work well without direct supervision.
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 possess a valid California driver's license, and be insurable by the Tribe's insurance carrier.
6. Must adhere to the policies and procedures of the Karuk Tribe.
7. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
8. Demonstrated ability to operate effectively when assigned to a remote work environment.

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: January 3, 2022

Employee's Signature: _____