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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

**(Internal Posting)**

**Title:** Karuk Tribal TANF Program (KTTP) Family Services Assistant

**Reports To:** KTTP Family Services Specialist

**Location:** Yreka, CA

**Salary:** \$14.00 to \$17.00 per hour, depending on experience

**Summary:** Under direct supervision the Family Services Assistant performs complex and specialized public assistant eligibility and grant determination assignments. Responsible for applying regulations and procedures to determine eligibility for assistance and provides counseling referrals and advice to support the academic, personal and social development of an assigned caseload. Responsible for development and ongoing monitoring of participants' progress towards goals established in the family self-sufficiency plans. Maintain confidentiality of all privileged information.

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Application Deadline: May 25, 2022**

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)**

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Interviews, advises and guides a diverse population of clients to assess employability, barriers to employment, need for public assistance.
2. Determine benefit eligibility, identifies need for ancillary services/payments.
3. Authorizes benefits within approved program policy or makes appropriate referrals to other staff and community resources for immediate services and assistance.
4. Determines when a client does not comply with program requirements and applies sanctions as mandated.
5. Reviews and explains the client's rights and responsibilities, program regulations, policies and eligibility for participation in the program.
6. Prepares monthly reports as requested by the Management and observes and enforces program policies and practices.
7. Refers clients to other services; including but not limited to: childcare, job placement, educational facilities, and any necessary intervention services.
8. Maintains strict confidentiality of all facets of programs and client records.
9. Monitors and maintains case record files on individual client achievements, work participation activities, and participates with client and relevant staff in the development of Family Success Plans for progress toward goals.
10. Monitors accuracy and completeness of case records in the electronic case management system and case record files.
11. Organizes caseload, maintain compliance with program policies and procedures, and ensure that delegated tasks are completed by appropriate staff.
12. 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.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
14. Ability to research and correctly interpret rules and regulations concerning eligibility.
15. Knowledge of policies and procedures governing Temporary Assistance for Needy Families and/or regulations governing eligibility and grants for cash aid.
16. Knowledge and familiarity with community resources that provide ancillary services such as transportation, childcare, housing, training, and health services.

**Qualifications:**

1. Have the ability to work effectively with Native American people 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 publics.
4. Have the ability to understand and follow oral and written instructions.
5. Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
6. Knowledge of managerial and reporting procedures

**Requirements:**

1. Associate's Degree or higher or must possess high school diploma or equivalent; 1+ year general experience and 1+ year specialized experience assisting professionals in one or more social programs such as family services, child services, senior services, mental and developmental disability services, substance abuse programs, juvenile corrections programs or occupational skills programs.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must adhere to confidentiality and HIPAA policies.
4. Must successfully pass a drug/alcohol screen and background investigation.
5. 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 and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense 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; or offenses committed against children.

**Tribal Preference Police:** 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:     January 27, 2017**

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

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