
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
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Vacancy Announcement

(Internal Posting)

Title: Program Coordinator/Counselor- Child Victim Services

Reports To: Administrator or Designee

Location: Yreka

Salary: \$36.00 hr. - \$46.00 hr. DOE

Classification: Part -Time (20 hrs./week), Non-Exempt, Non-Entry Level

Summary: The Program Coordinator/Counselor will provide in person and online services to a practicable caseload of child victims of crime. Position will work primarily with minors experiencing personal trauma, sexual abuse, family violence, child abuse and/or neglect.

Application Deadline: August 30, 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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Summary: The Program Coordinator/Counselor will provide in person and online services to a practicable caseload of child victims of crime. Position will work primarily with minors experiencing personal trauma, sexual abuse, family violence, child abuse and/or neglect.

Responsibilities:

1. Shall provide victim services and/or appropriate culturally competent therapy services to Native American child victims of crime through individual and group mental health methodologies.
2. Shall conduct comprehensive intake, assessments, and treatment plans.
3. Shall maintain required records ensuring they are accurate, current, and meet relevant legal and ethical standards.
4. Shall work in a team setting with Tribal Child Advocate and/or Child Advocate Assistant.
5. Develops and maintains cooperative relationships with Karuk Health and Human Services, Karuk Tribal Court, members of other professional disciplines, local/county/tribal social service agencies, and local schools.
6. Shall participate in weekly management and staff meetings, and case conferences to review cases and recommended service plans and case management options.
7. Provide Victim Witness information to clients and their families; coordinate referrals to and from other agencies for victims and their families.
8. Maintain required documentation and assist Administrator or Designee in preparing accurate monthly, quarterly and biannual reports required by Program and the grant funding agency.
9. Shall have the ability to facilitate/co-facilitate groups, make presentations and provide training to staff.
10. Shall be available for local and out of area travel as required for job related training.
11. Shall attend all required meetings and functions as requested and in a timely manner.
12. 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 critical skillset necessary to be a child victims' service provider.
3. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrates ability to provide appropriate crisis intervention when possible to contribute productively as team member.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to understand and follow oral and written instructions.
7. Have knowledge of or be willing to learn from cultural practitioners.
8. Ability to provide care to clients with diverse values, beliefs, and behaviors, including tailoring delivery to meet clients' social, cultural, and linguistic needs.
9. Awareness of the potential impact of their own attitudes and behaviors on work.

Requirements:

1. All applicants must have fulfilled all of the requirements for the master's degree or doctorate degree in social work, counseling, or psychology in a fully accredited graduate program.
2. Applicants must have completed all of the requirements for the master's degree or doctorate in a graduate program that included a practicum or internship.
3. Must possess an active and current license as Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) or a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Mental Health Professional (LMHP) or similar licensure.
4. Must provide proof of independent licensure and individual provider professional license liability insurance for counselors/psychotherapist/therapists.
5. Must have experience working with children/youth impacted by trauma.
6. Must have current CPR/First Aid certification or the ability to become certified within 30 days of hire.
7. Must possess valid driver's license, have a good driving record, and be insurable by the Karuk Tribe's insurance carriers.
8. Must adhere to the Tribe's, relevant Federal and Program confidentiality policy and regulations and laws governing victim's privacy and confidentiality.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention 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.

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: August 15, 2022

Chairman's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____