
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

- Title:** Case Manager
- Reports to:** Operations Manager
- Location:** Based in Yreka with regular travel within the Tribe's Service Area
- Salary:** \$17.00-\$22.00 per hour (DOE)
- Classification:** Full-Time, Regular, Non-Entry Level, Non-Exempt

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

Application Deadline: February 16, 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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|------------------------|--|
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Responsibilities:

1. Have the vision and passion to support the development, implementation, and growth of all aspects of the Adult Wellness Re-Entry Program.
2. Conduct outreach to recruit participants who are eligible and in need of re-entry services.
3. Provide direct services to participants through regular case management meetings.
4. Assess participants' needs, situations, personal strengths and support networks to determine their goals. Develop plans to increase participants' well-being, productivity and stability.
5. Assist participants to navigate the challenges that come with having a criminal background: possible homelessness, unemployment, employment and housing discrimination, domestic abuse, recovery, family issues, parole/probation issues, and legal difficulties.
6. Research and refer participants to community resources, such as occupational training, vocational training, public benefits, healthcare, mental health services, support groups, etc.
7. Follow up with participants on a regular basis to ensure their situations have improved.

8. Monitor and track milestones in client participation, such as employment acquisition, completion of certificates and increased wages.
9. Ensure data quality, accuracy of participant files and records, complete paperwork and comprehensive outcomes tracking in the areas of housing, case management, goal setting and participant progress, program intake and exit, meetings, support groups, referrals and other related activities and participant interactions for internal and external purposes including: coordination of services, program impact evaluation, grant tracking, compliance and legal considerations.
10. Provide support to other direct service staff and/or programs based on expertise or background.
11. Ensure safety and security of participants. Ensure that all red flag incidents or concerns are reported to the appropriate authority and that the incident or concern is properly documented.
12. Ensure that all participants are treated fairly and with respect and that the work-place or home visits maintain an environment that is inclusive and safe for all people.
13. Build partnerships with other tribal and community programs, employers, collaborative groups and government agencies relevant to reentering citizens.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

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 work relations with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Must possess excellent telephone skills and make a positive first impression on wellness court users and visitors.
6. Have the ability to read and interpret court case documents and training manuals.
7. Have the ability to generate case management reports and be able to speak effectively before groups of employees of the organization.

8. Ability to aptly perform data processing and computer data entry.
9. Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.
11. 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 a culturally diverse environment.
2. Demonstrate ability to administer risk assessments utilizing criminal/SUD risk/needs assessment tool.
3. Demonstrate proficiency of Case Management System.
4. Demonstrated ability to operate a personal computer, multi-line telephone, facsimile and photocopier.
5. Demonstrated experience using word processing spreadsheets (i.e. database software, Word for Windows, Excel, or Access, etc.) and email.
6. Must demonstrate excellent communications skills, both oral and written.
7. Must demonstrate good time management skills.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to Tribe's confidentiality policies.
10. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.
11. Must successfully pass a pre-employment drug screening test.

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: January 9, 2020

Revised: May 14, 2020, July 30, 2020

Review Committee Approved: January 4, 2022, February 2, 2022

Employee's Signature: _____

**** Employees must sign position descriptions annually, during their evaluation.**