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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:** Outreach/Education Coordinator
- Reports To:** Administrator or Designee
- Salary:** \$23.00 - \$30.00 per hour (DOE)
- Location:** Happy Camp, Orleans or Yreka with regular travel within the Tribe's service area
- Summary:** The Coordinator who serves as an advocate, will be responsible for assisting the Administrator or designee in ensuring that all aspects of the assigned grant project(s) operate(s) effectively and efficiently and shall be responsible for such administrative duties as may be delegated by the Administrator or Designee.
- Classification:** Part Time, Regular, Non-Exempt, Non-Entry Level

**Application Deadline: December 21, 2023 by 5:00pm**

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) Responsible for planning and implementing various community outreach events, creating and distributing marketing materials in key locations in accordance with grant/project deliverables.
- 2) Seeks out, and facilitates/coordinates trainings for project positions and/or tribal staff collaborating on project(s).
- 3) Communicates with organization staff, stakeholders, partners and community members verbally, visually, and in writing.
- 4) Effectively connects with and engages various target audiences, such as clients, members, stakeholders, or the public, to promote the organization's mission, services, or products.
- 5) Represents Judicial at community meetings and relevant Collaboratives.
- 6) Provides support, advocacy, referral, and case management services to eligible domestic violence/sexual assault survivors.
- 7) Problem solves with clients and co-workers towards accomplishing project/grant goals, objectives, and funding requirements.
- 8) Maintains record keeping system, timesheets, scheduling, and related paperwork assigned by Administrator or Designee in accordance with record-keeping standards, operational procedures, relevant laws, and relevant privacy laws.
- 9) Assists in maintaining website information pertaining to project/grant.
- 10) Remains abreast of any changes in the state-of-the-art best practices as it relates to service delivery and coordination of Family Violence Prevention, Domestic Violence/Sexual Assault Services, and teen dating violence.

- 11) Handles multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
- 12) Participates in required mandatory grant and/or cooperative agreement meetings and functions as directed.
- 13) Available for local and out of the area travel as required for job related training.
- 14) 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) 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) Must have the ability to make logical decisions and deal with problems involving concrete variables in standardized situations.
- 6) Must have the ability to be flexible.

**Requirements:**

- 1) High School Diploma or Equivalency with six years progressively responsible related work experience or A.A./A.S. Degree with four years' work in Victim Services, or related field.
- 2) Must have demonstrated work experience in a management/program coordinator position with minimum of four years of experience in outreach and education.
- 3) Must have extensive knowledge of and work experience in the areas of substance abuse, domestic violence, sexual assault, family violence, Indian child welfare, and victim of crime issues.
- 4) Must have knowledge of rules, regulations, goals and eligibility criteria for Family Violence Prevention/Domestic Violence, Sexual Assault assistance, as well as non-Tribal (i.e., county, state and federal) programs to which Tribal members may be referred for additional assistance.
- 5) Must be proficient in the use of Microsoft Office professional suite (including Microsoft Excel and Word) and capable of developing spreadsheet applications for task tracking and reporting purposes.
- 6) Must have demonstrated ability to meet internally and externally imposed deadlines and to respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.

- 7) Must have demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
- 8) Must possess or be willing to obtain a minimum of 40 hours of specialized domestic violence-related training and 40 hours specialized training from the Office of Victims of Crime within their first six months of continuous employment.
- 9) Must have strong oral and written communication skills; demonstrated ability to use computer data and word processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise and accurate records and reports.
- 10) Must have working knowledge of court procedures.
- 11) Must have the ability to apply common sense understanding to carry out instructions furnished in written and/or oral form.
- 12) Must have a valid driver's license, good driving record and be insurable by the tribe's insurance carrier.
- 13) Must be able to work well with the public.
- 14) Must adhere to tribal and federal confidentiality policies.
- 15) 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.
- 16) 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.

**Review Committee Approved:** 12/15/2023

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