
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: Peer Support Specialist

Reports To: Operations Manager or Designee

Location: Based in Yreka with regular travel within the Tribe's service area

Salary: \$18.00 - \$23.00 per hour (DOE)

Classification: Part-Time (32 hours), Regular, Non-Exempt, Non-Entry Level/Grant Funded

Summary: Working in peer support is a valuable and enriching experience. The ideal candidate for this position is a person who can use their experience of recovery from mental health and/or substance use disorders to support others in recovery.

Application Deadline: August 17, 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 provide support services to program participants.
2. Shall maintain Community Resource Guide and coordinate assistance between Tribal and County programs or nonprofit agencies.
3. Shall assist case manager in conducting intake/screening either via phone or in person in early intervention process of request for service and determination of eligibility.
4. Shall assist the case manager in providing high intensity monitoring during the first two phases of wellness program.
5. Shall be able to recognize early warning signs of relapse and high-risk situations that pose risk of relapse.
6. Shall make appropriate referrals to relevant programs or agencies.
7. Shall provide advocacy services on behalf of the participant to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed.
8. Shall allow for and provide access to alternative treatments such as traditional practices.
9. Shall prepare clear, concise, and comprehensive caseload records and make sound recommendations on the basis of such information as well as organize and manage a caseload.
10. Shall maintain record keeping system, timesheets, scheduling, and related paperwork assigned by Operations Manager or Designee.
11. Shall collect information, maintain, update, and enter program data into the central program database daily.
12. Shall assist the Operations Manager or Designee in meeting grant requirements, reporting and data collection as assigned.

13. Shall assist Operations Manager or Designee in planning and executing program outreach/educational events.
14. Shall adhere to the Karuk Tribe's and the Karuk Adult Reentry policies and procedures.
15. Shall adhere to Tribe's and Program's confidentiality policy.
16. Shall be available for local and out of the area travel as required for job related training and various activities.
17. Shall attend all required meetings and functions as requested.
18. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Have the desire and skill to work with a team of professionals in a group decision making environment.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Have the ability to understand and follow oral and written instructions.
6. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows 10 and MS Office Suite applications.
7. Have strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Must possess a high school diploma or equivalent.
2. Must be in sustained recovery for a minimum of one year.
3. Must be self-identified as having experience with the process of recovery from a mental illness or substance use disorder, either as a consumer of these services or as the parent, caregiver or family member of a consumer.
4. Must be a self-starter, well organized, and willing to learn new skills.

5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 60 days of hire.
7. Must possess or be willing to work towards completing educational course which provides a foundation of fundamental theory and best practice in peer recovery and support.
8. Must have ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policymakers.
9. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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 5, 2022 **Revised:** August 10, 2022

Employee's Signature: _____