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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
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Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
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Phone: (530) 493-2201  
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**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:** Registered Alcohol and Drug Trainee I (RADT I)

**Reports To:** Substance Abuse Program Coordinator

**Location:** Yreka, Happy Camp, Orleans

**Salary:** \$16.50 to \$17.00 per hour, depending on experience

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

**Summary:** The mission of the Karuk Tribe's Substance Abuse Program is *“to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve.”* The Registered Alcohol and Drug Trainee I (RADT 1) under the general supervision of appropriately qualified staff shall assist and support clients, family members and others with alcohol/drug abuse or dependence to attain and maintain abstinence as appropriate; develop a program tailored to the individual in support of a recovery process; and affect an improved quality of living. The RADT is the entry level in which incumbents gain interviewing and instructing skills and demonstrate requisite competencies for advancement to the journey level. The RADT requires some clinical supervision but is capable of performing with little supervision.

**Application Deadline: March 2, 2023 by 5:00 pm**

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

**Title:** Registered Alcohol and Drug Trainee I (RADT I)  
**Reports To:** Substance Abuse Program Coordinator  
**Location:** Yreka, Happy Camp, Orleans  
**Salary:** \$15.50 to \$17.00 per hour, depending on experience  
**Classification:** Full Time, Regular, Non-Exempt,

**Summary:** The mission of the Karuk Tribe's Substance Abuse Program is *"to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve."* The Registered Alcohol and Drug Trainee I (RADT 1) under the general supervision of appropriately qualified staff shall assist and support clients, family members and others with alcohol/drug abuse or dependence to attain and maintain abstinence as appropriate; develop a program tailored to the individual in support of a recovery process; and affect an improved quality of living. The RADT is the entry level in which incumbents gain interviewing and instructing skills and demonstrate requisite competencies for advancement to the journey level. The RADT requires some clinical supervision but is capable of performing with little supervision.

### Responsibilities:

1. Shall be willing to travel within the service area including Yreka, Happy Camp, and Orleans.
2. Shall be able to write appropriate treatment plans that are congruent with assessments.
3. Shall be familiar with DSM IV drug/alcohol criteria.
4. Shall be willing to obtain certification to facilitate domestic violence batterers groups.
5. Shall provide individual, family, and group counseling.
6. 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.
7. Shall provide advocacy services on behalf of the client to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed.
8. Shall coordinate prevention activities for individuals, families, and youth and develop and maintain cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Karuk Tribal Health Program.
9. Shall provide referrals to appropriate community services.

10. Shall allow for and provide access to alternative drug/alcohol treatment such as traditional practices.
11. 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.
12. 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 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 public.
4. Have the ability to understand and follow oral and written instructions.
5. If applicable, must be in recovery and have two years of documented time clean and sober.
6. Ability to independently hold educational presentations to alcohol and other drug dependent clients and their families as well as to community groups and other agencies.

**Requirements:**

1. Must have One (1) year of experience in the field of alcohol and other drug abuse treatment or its equivalent OR a certificate of achievement in Alcohol and Drug studies OR a Bachelor's degree in social science, human services, or other closely-related field combined with experience in the area of human services.
2. Must have a drug and alcohol certificate of achievement from an approved school and be a Registered Alcohol and Drug Technician (RADT). Registrants are required to complete certification as a substance use disorder counselor within 5 years from the date of initial registration with any DHCS approved certifying organization.
3. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
4. Must adhere to California Consortium of Addiction Programs and Professionals\Credentialing standards and code of Ethics and Counselor Certification Regulations, Title 9, Division 4, Chapter 8.
5. Must adhere to the rules of confidentiality as detailed in in 42 CFR Part II and HIPAA.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

7. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
8. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine, provide proof of annual Flu immunization. Must test annual for TB.
9. 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.
10. Must successfully pass a pre-employment drug and alcohol screening test.
11. Must be familiar with assessment tools including but not limited to Addiction Severity Index (ASI) Substance Abuse Subtle Screening Inventory (SASSI) and American Society of Addictions Medicine (ASAM).
12. Must be able to lift 25 pounds.
13. Must be willing and able to transport patients and travel overnight.

**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:** August 8, 2019

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

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