
Karuk Community Health Clinic

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Happy Camp, CA 96039
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Karuk Tribe**Administrative Office**

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Karuk Dental Clinic

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Phone: (530) 493-2201
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Vacancy Announcement

Title: Karuk Tribal TANF Program (KTTP) Family Services Assistant – Trainee

Reports To: KTTP Family Services Specialist

Location: Happy Camp

Salary: \$17.00 to 24.00 per hour, DOE

Summary: Under direct supervision the Family Services Assistant - Trainee will be trained to perform specialized public assistant eligibility and grant determination assignments. They will be trained to apply regulations and procedures to determine eligibility for assistance and provide counseling referrals and advice to support the academic, personal and social development of assigned cases. Will be trained to develop and monitor participants' progress towards goals established in the family self-sufficiency plans. Expected to maintain confidentiality of all privileged information. This position will serve as TANF intake clerk and receptionist at the Family Services Center on an as-needed basis.

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Application Deadline: January 19, 2024 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. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Performs receptionist/data entry duties for department staff. Receives telephone calls and greets visitors; answers routine and procedural inquiries personally; and refers other matters to appropriate staff members.
2. Receives, reviews and assists in processing TANF applications received. Enters all applicable documents supporting the applicant's application, into the TAS system via imaging and sending the processed application to the assigned staff person.
3. Updates the TAS system on all additional information received. Includes but not limited to; processing supportive service requests, school information, imaging, project information.
4. Interviews, advises and guides a diverse population of clients to assess employability, barriers to employment and need for public assistance as assigned.
5. Determines benefit eligibility, identifies need for ancillary services/payments as assigned.
6. Reviews and explains the client's rights and responsibilities, program regulations, policies and eligibility for participation in the program.
7. Refers clients to other services; including but not limited to: childcare, job placement, educational facilities, and any necessary intervention services as assigned.
8. Maintains strict confidentiality of all facets of programs and client records.
9. Monitors and maintains case record files on individual client achievements, work participation activities, and participates with client and relevant staff in the development of Family Success Plans for progress toward goals as assigned.
10. Monitors accuracy and completeness of case records in the electronic case management system and case record files.
11. Organizes caseload, maintains compliance with program policies and procedures, and ensures that delegated tasks are completed.
12. Ability to research and correctly interpret rules and regulations concerning eligibility.
13. Gains knowledge of policies and procedures governing Temporary Assistance for Needy Families and/or regulations governing eligibility and grants for cash aid.
14. Gains knowledge and familiarity with community resources that provide ancillary services such as transportation, childcare, housing, training, and health services.

15. Makes themselves available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as required.
16. 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 working relationships with other employees and the publics.
4. Have the ability to understand and follow oral and written instructions.
5. Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
6. Knowledge of managerial and reporting procedures

Requirements:

1. Associate's Degree or higher or must possess high school diploma or equivalent and 1-year general experience or 1-year specialized experience assisting professionals in one or more social programs such as family services, child services, senior services, mental and developmental disability services, substance abuse programs, juvenile corrections programs or occupational skills programs.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must adhere to all departmental, tribal, federal and state laws regarding confidentiality.
4. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
5. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Police: 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.

Committee Approved: November 2, 2023

Employee's Signature: _____