
Department of Natural Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone : (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe

**Orleans Medical Clinic**

325 Asip Road
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Kaavichvaan Youth Technician

Reports To: Administrative Assistant, or designee

Location: Department of Natural Resources, Orleans, CA

Salary: \$10.00 per hour, 32 hours per week

Summary: Under the supervision of the Director of the Department of Natural Resources, or designee, the Kaavichvaan Youth Technician shall be trained in diverse skills under the oversight of Karuk Tribal employees to achieve the goals of the Department of Natural Resources (DNR). This position requires physical fitness for substantial work in the field, including but not limited to trail restoration, invasive species removal, stream bait monitoring, Native plant collection, voucher specimen preservation, and land and resource management activities.

Classification: Full-time, Entry Level, Seasonal (school vacation), March 28-October 31, 2016

Emergency Posting

Application Deadline: 5pm, Monday, June 13, 2016

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resources Director, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: dlbernal@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicants must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

POSITION DESCRIPTION

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- Reports To:** Administrative Assistant, or designee
- Location:** Department of Natural Resources, Orleans, California
- Classification:** Full-time, Entry-level, Seasonal (school vacation), March 28 – October 31, 2016
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Responsibilities

1. Shall be trained to perform land and resource management tasks as assigned by Supervisor.
2. Shall be trained to undertake basic safety precautions at all times and at all job sites.
3. Shall be trained to identify and to remove invasive plant species as assigned by Supervisor.
4. Shall be trained to operate equipment and/or tools necessary to perform land and resource management and improvements within the Karuk Ancestral Territory, such as weed eaters, loppers and pruning shears, shovels, etc.
5. Shall be trained in basic skills to protect and revitalize ancestral landscapes, such as but not limited to orchards, ceremonial grounds and trails, traditional gathering sites, and riverine landscapes.
6. Shall be willing to participate in various types of job skill training such as computer classes, resume preparation, business correspondence, environmental education, etc. if offered.
7. Shall be available for local and out of the area travel as required for job related training.
8. Shall attend all required meetings and functions as requested.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work 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 instruction.

5. Have the ability to maintain safe work practices and for assisting in maintaining a safe and secure work environment.
6. Must adhere to the policies and procedures of the Karuk Tribe.

Requirements:

1. Must be between the ages of 14 and 21 years of age.
2. Must be willing and capable to learn skills necessary to properly and safely operate equipment, utilize safe methods to complete field duties and perform tasks as assigned.
3. Must be willing and capable to learn how to properly and safely clean and care for assigned equipment.
4. Must follow oral and written instructions, read and write at a level required for successful job performance.
5. Must be able to work efficiently and effectively without close supervision.
6. Must adhere to confidentiality policy.
7. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
8. Must obtain a school work permit

Physical and Environmental Requirements: Must be able to work in the field for up to 6 hours per day, 4 days a week; stoop, kneel and crouch to pick up or remove forest debris, rocks, equipment, etc.; physical ability to lift and carry objects no more than 50 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills. Must acquire physician's approval for work if prior limiting physical fitness is documented, such as but not limited to asthma, plant allergies, sun sensitivity.

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: 4/28/2016

Chairman's Signature: _____

Employee's Signature: _____