
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

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

POSITION DESCRIPTION

Title: Part-Time Social Worker

Reports To: Child Welfare Services Program Administrator

Location: Part-Time Happy Camp

Salary: \$17.00- \$21.75 per hour, depending on experience

Classification: Part Time (20 hrs. per week), Regular, Non-Exempt, Non-Entry Level

Summary: The Karuk Child and Family Services Department provides assessment, therapy, case management, substance and alcohol abuse counseling, and support services to eligible Tribal members and their families in order to promote stability and a safe environment for Tribal children.

The Child Welfare Services (CWS) Program offers access to support services such as: voluntary and/or court-ordered family preservation; reunification and short-term family maintenance to ensure child safety in the home and strengthen the family; relevant services for children/youth for whom a safe return home is not possible; assistance in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Karuk Tribe; monitoring eligible ICWA state court cases and case manage, prepare court reports and appear in Tribal Court Cases.

Responsibilities:

1. Shall work with a high degree of independence in administering services and in using agency or community resources.
2. Shall determine client's needs and develop and implement an appropriate service plan with the guidance of the Child Welfare Services Team.
3. Shall identify, certify and provide support services for Tribal Specified/Certified Homes.
4. Shall assist clients with the utilization of community resources; interpret rules and regulations and policies for the clients pertaining to resources being sought.
5. Shall make necessary home visits to carry out casework assignments.
6. Shall develop and maintain case records and documentation.

7. Shall provide the Department Administrator with necessary reports as needed.
8. Shall provide community outreach and classes such as but not limited to parenting.
9. Shall attend in-services and other training courses designated to further understanding of Tribal Child Welfare process.
10. Shall prepare reports and make appearances for the Tribal Court.
11. May prepare memos, attend and/or appear telephonically in relevant ICWA State Court Proceedings on behalf of the Karuk Tribe.
12. Shall deliver State ICWA case updates to the Karuk ICWA Committee.
13. Shall provide direct Child Welfare Services and other related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's communities of Yreka, Happy Camp, and Orleans.
14. 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.
15. Shall be polite and maintain a priority system in accepting other position related job 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. Displays the skill and depth of job knowledge in assessing problem situations and formulating plans for service.

Requirements:

1. Must possess a BA/BS Degree in Social Work, Administrative of Justice, and Psychology, Sociology or related field or equivalent experience. (MSW or ASW preferred)
2. Must have two years social work experience in public, Tribal, or private services agency.
3. Must have familiarity with Child Welfare Practices.

4. Must have demonstrated ability to work with Native American families.
5. Must be able to type at least 45 words per minute and have documented word processing and computer usage experience.
6. Must have the ability to communicate effectively in both oral and written form.
7. Must have demonstrated ability to work with the local Indian community as well as legal and outside agencies.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must successfully pass a drug screening test.
11. Must adhere to an investigation of character as required by the **Indian Child Protection and Family Violence Prevention Act**. The minimum standards require an investigation that shall include: a check of fingerprint files with the Federal Bureau of Investigation (F.B.I.) and to appropriate local law enforcement agencies. The 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 offenses under Federal, State or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: Revised June 14, 2007, Revised March 28, 2013, Updated January 24, 2014, Updated November 4, 2014.

Chairman's Signature: _____

Employee's Signature: _____