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**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

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## Vacancy Announcement

**Title:** Part-Time Social Worker Assistant

**Reports To:** Child Welfare Services Program Social Worker

**Location:** May provide direct services in Yreka, Happy Camp, and Orleans Communities

**Salary:** \$12.00- \$14.00, depending on experience

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

**Summary:** 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 Indian Child Welfare Act state court cases and case management, preparation of court reports and appearances in Tribal Court.

### **Application Deadline: 5PM, February 5, 2015**

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. 2010, Fax: (530) 493-5322, Email: [jphelps@karuk.us](mailto:jphelps@karuk.us)

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**POSITION DESCRIPTION**

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**Responsibilities:**

1. Shall work with a high degree of independence in administering services and in using agency or community resources.
2. Shall answer the telephone; provide initial screening, and route calls and referrals to appropriate staff or agencies.
3. Shall take messages when program Social Workers are unavailable.
4. Shall assist program Social Worker in implementation of appropriate service plan for client.
5. Shall assist program Social Workers in providing support services for Tribal Specified/Certified Homes.
6. Shall assist clients with the utilization of community resources; interpret rules and regulations and policies for the clients pertaining to resources being sought.
7. Shall make necessary home visits to carry out case management assignments.

8. Shall maintain case records and documentation.
9. Shall provide program Social Worker with necessary reports as needed.
10. Shall provide community outreach and classes such as but not limited to parenting.
11. Shall attend in-services and other training courses designated to further understanding of Tribal Child Welfare process and or case management.
12. May prepare memos or letters, process mail and run errands for program Social Worker.
13. Shall provide transportation, direct child welfare support 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.
15. Shall attend all required meetings and functions as requested.
16. 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 High School Diploma or GED.
2. Equivalent to completion of two (2) years college, including thirty (30) semester units in related field such as social welfare, social/human service, sociology, psychology or early childhood education or other behavioral science OR (1) year of experience comparable to a social service aid or eligibility worker in a public, tribal, or private services agency and fifteen (15) semester units in a related field listed above.

3. Should demonstrate ability to work with case management systems and data entry.
4. Must be able to type at least 35 words per minute and have documented word processing and computer usage experience.
5. Must have the ability to communicate effectively in both oral and written form.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. Must successfully pass a drug screening test.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.

**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: January 22, 2015.**

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

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