
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
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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

Vacancy Announcement

Title: Karuk Biological Technician

Reports To: Food Security Project Coordinator

Location: Orleans

Rate: \$15.00 to \$18.00 per hour, depending on experience

Classification: Full-time Regular, Non-Exempt, grant funded through August 2017

Summary: The Karuk Tribe Biological Technicians are AFRI Food Security Grant funded, full time positions that shall work under the supervision of the Food Securities Project Coordinator and the oversight of the Field Crew Leader to carry out activities related to the management, and utilization of traditional and contemporary food and fiber resources. Shall work with stakeholders, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. Positions are dependent on support funding and may require acquisition of continued, additional, and subsequent funding.

Job Posting Closes on February 28, 2015 at 5PM

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 Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: jphelps@karuk.us

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Position Description

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Responsibilities:

1. Shall be responsible for carrying out Bio Technician tasks, including those associated with fulfillment of the Food Security Project objectives, the Western Klamath Restoration Partnership, and related projects.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively participate in Food Security objectives and extend learned knowledge as appropriate into additional practical experience for volunteers.
4. Shall transport to and oversee volunteers and tribal youth at workshops camps and resource management activities.

5. Shall lead and assist volunteers and tribal youth in food and fiber material gathering and processing, and assign group tasks as needed to successfully manage these activities.
6. Shall work productively, assist with related outreach activities, and actively participate in a team-based environment.
7. Shall acquire data collection skills and techniques as required, and implement these into daily programmatic work routine.
8. Shall work with technical service providers to collect, organize and interpret field data for data management and reporting purposes.
9. Shall maintain necessary documentation of sites, harvest yields, expenses and activity attendance to assist the Food Security Project Coordinator in preparing reports.
10. Shall document notable change in knowledge, behavior, and condition as required for departmental and USDA-AFRI reporting.
11. Shall build and maintain relationships with the Karuk Temporary Assistance for Needy Families clients, partnering agencies and community youth-serving organizations.
12. Shall be responsible for conducting daily safety meetings with TANF, youth, and volunteer participants and shall provide basic first aid as needed.
13. Shall be available for local and out of the area travel as required to identify resource plots, harvest food and fiber, and manage identified landscapes.
14. 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, Tribal youth and their parents, natural resource agencies, and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates the ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.

6. Shows understanding of activity procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of the program participants.
7. Must have demonstrated ability to learn, share, practice, and impart traditional and contemporary knowledge relating to the management, procurement, and processing of a wide variety of Native foods.

Requirements:

1. Must express willingness to work with tribal volunteers and youth involved in multiple systems, especially community-based mental health, juvenile justice, and/or child welfare systems.
2. Must be in good physical condition with the ability to work on uneven/steep terrain. A medical release may be required to document this capability.
3. Ability to build partnerships with stakeholders across multiple organizations.
4. Ability to connect with tribal members and descendants.
5. Experience related to traditional food procurement, processing, and preservation preferred.
6. Experience and knowledge related to traditional land management preferred.
7. Ability to take detailed field notes and complete documentation forms to track progress and conditions in the field.
8. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
9. Must have high respect for and fundamental understanding of Karuk culture.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to confidentiality and HIPAA policies.
12. Must successfully pass a TB test and a pre-employment drug screening test and be willing to submit to a criminal background check.

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 23, 2014; updated February 11, 2015

Chairman's Signature:

Employee's Signature:
