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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:** Licensed Clinical Social Worker or Clinical Psychologist

**Reports To:** Clinical Supervisor

**Location:** Happy Camp –AND/OR- Orleans

**Salary:** \$22.60 to \$33.22 per hour, DOE

**Classification:** Part –Time (20-29 hrs), Regular, Non-Exempt Non Entry Level

**Summary:** The California Licensed Clinical Social Worker or California Licensed Psychologist will independently provide services including comprehensive assessment, diagnosis, counseling and psychotherapy to child, family and adult clients. Therapist will: communicate verbally and in writing with referral sources, other team members, and treatment reviewers to promote and coordinate treatment; participate in practice development activities; meet clerical/administrative requirements as needed for financial, risk management and quality improvement activities; work closely with the Clinical Supervisor ensuring the quality of clinical services is maintained to Happy Camp and/or Orleans clients. This position may qualify employee for loan repayment under Indian Health Service or National Health Service Corp.

### **Application Deadline: 5pm Thursday, November 20, 2014**

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. 2018, Fax: (530) 493-1611 or (530) 493-5322,  
Email: [jphelps@karuk.us](mailto:jphelps@karuk.us)

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**Karuk Dental Clinic**

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## Position Description

<b>Title:</b>	Licensed Clinical Social Worker or Clinical Psychologist
<b>Reports To:</b>	Clinical Supervisor
<b>Location:</b>	Happy Camp –AND/OR- Orleans
<b>Salary:</b>	\$22.60 to \$33.22 per hour, DOE
<b>Classification:</b>	Part –Time (20-29 hrs), Regular, Non-Exempt Non Entry Level
<b>Summary:</b>	The California Licensed Clinical Social Worker or California Licensed Psychologist will independently provide services including comprehensive assessment, diagnosis, counseling and psychotherapy to child, family and adult clients. Therapist will: communicate verbally and in writing with referral sources, other team members, and treatment reviewers to promote and coordinate treatment; participate in practice development activities; meet clerical/administrative requirements as needed for financial, risk management and quality improvement activities; work closely with the Clinical Supervisor ensuring the quality of clinical services is maintained to Happy Camp and/or Orleans clients. This position may qualify employee for loan repayment under Indian Health Service or National Health Service Corp.

**Responsibilities:**

1. Shall provide behavioral health services in an office environment in the Karuk Tribe's clinic sites located in Orleans and Happy Camp,
2. Shall conduct bio-psychosocial intake assessments in a comprehensive and efficient manner.
3. Shall establish appropriate relationships with clients and families in order to encourage an effective use of the therapeutic process.
4. Shall assist in the development of billable, mutually agreed upon, individual and or family treatment and discharge services plans.
5. Shall perform effective psychiatric social work and psychotherapy of a complex nature with individual clients and with groups.

6. Shall develop and maintain cooperative, constructive relationships with members of other professional disciplines, social agencies, and the Department of Child and Family Services. Shall work closely with the Child and Family Services Department Director and the Clinical Supervisor to ensure compliance with Tribal, Federal, State, County, City law or grant conditions.
7. Shall participate in case conferences and consultation with social work staff to review cases and recommend service plans, rehabilitative services and case management options.
8. Shall allow for and provide access for alternative Mental Health and Drug/Alcohol treatment, i.e., traditional practices.
9. Shall maintain client records ensuring they are accurate, current, and meet relevant legal and ethical standards..
10. Shall be available for local and out of the area travel as required for job related training.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Must possess a valid License from the California Board of Behavioral Sciences to practice as a Licensed Clinical Social Worker (LCSW) or a valid Psychologist License through the California Board of Psychology.
2. Two (2) years of clinical experience is desired.
3. Must adhere to confidentiality and HIPAA policies.
4. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annually for TB.
5. Must successfully pass a pre-employment drug screening test.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must have current CPR certification.
8. 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 of 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; or offenses 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 January 2012, June 13, 2013, October 15, 2014**

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

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

## REQUIRED DOCUMENTS:

### Required Documentation for Eligibility and Preference:

- Resume
- Indian Preference Applicants: - *If claiming Indian preference for the first time, or if you have no previous documentation of preference, applicants must provide a completed copy of the Form BIA-4432 (expiration date 11/30/2014), "Verification of Indian Preference for Employment in the BIA and IHS Only." Indian preference will not be given unless a properly signed and dated form is submitted with your application, including any verification by an authorized Tribal Representative or BIA Official of tribal enrollment records. For detailed instructions, see form BIA-4432.*
- Veterans Employment Opportunity Act (VEOA) or other Veterans preference (VRA and 30% or more disabled) – include a copy of your DD-214, if you're claiming Vet preference.
- Childcare Addendum form must be included for this position and is available for downloading at:  
<http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ChildcareAddendumOMBAApprovedForm.doc>
- Copy of Transcripts if qualifying with education. Original transcripts will be required if selected.
- Copy of Current License
- Copy of Current CPR Certification
- Copy of Current Identification Card with Photo

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 16. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
(Please print)

**Job Title in Announcement:** \_\_\_\_\_ **Announcement Number:** \_\_\_\_\_

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for individuals seeking employment in a position involved with the provision to children under the age of 18 of "child care services," as defined in 42 U.S.C. 13041(a)(2), contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge. Under 42 U.S.C. 13041(a)(2), the term "child care services" means child protective services (including the investigation of child abuse and neglect reports), social services, health and mental health care, child (day) care, education (whether or not directly involved in teaching), foster care, residential care, recreational or rehabilitative programs, and detention, correctional, or treatment services. Individuals hired for such positions must undergo a criminal history background check.

Section 408 of the Indian Child Protection and Family Violence Prevention Act, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes. The law requires that the agency conduct an investigation of the character of each individual who is being considered for employment in such a position and prescribe in regulations the "minimum standards of character" that must be met in order for an individual to fill such a position. The regulations specify that "[t]he minimum standards of character shall be considered met only after the individual has been the subject of a satisfactory background investigation," which includes a criminal history background check. 42 C.F.R. § 136.406.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1. Have you ever been arrested for or charged with a crime involving a child?  
YES \_\_\_\_\_ NO \_\_\_\_\_

*[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

2. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?  
YES \_\_\_\_\_ NO \_\_\_\_\_

*[If “YES”, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fine under title 18 of the U.S. Code, or imprisonment of not more than five years, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant’s Signature (sign in ink)**

\_\_\_\_\_  
**Date**

*Public Burden Statement: In accordance with Paperwork Reduction Act [5 CFR 1320.8 (b)(3)], a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 12 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.***