
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

Vacancy Announcement

- Title:** Sípnuuk Assistant
- Reports To:** Director of the Department of Natural Resources and Environmental Policy, or Designee
- Location:** Community Computer Center in Orleans, CA
- Salary:** \$12.00 to \$15.00 per hour, depending on experience
- Classification:** Part Time (16 hours/week), Temporary Grant Funding through 09/30/2016, Non Exempt
- Summary:** Under the direction of the Sípnuuk Digital Librarian and the supervision of the Food Security Project Coordinator, this position is based at the Panamnik Center in Orleans. The Sípnuuk Assistant will support the Digital Librarian in the planning and implementation of the Sípnuuk Digital Library, Archives and Museum. The Sípnuuk Assistant will complete all necessary trainings and become proficient in the specific skills needed to implement their role in the project, as well as monitor collections and train youth and community members on how to use the database and software. They will work flexibly and communicate regularly in a multi-institutional team environment.

Job Posting Closes on March 2, 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 assist with planning the Sípnuuk Digital Library, Archives and Museum (Sípnuuk).
2. Shall participate actively in trainings provided and become proficient in the skills needed. This may require self-initiated and self-motivated practice and study to master the new skills.
3. Shall process content to be included in Sípnuuk.
4. Shall respond professionally and timely to all correspondence.
5. Shall work productively and actively participate in a team-based environment.
6. Shall report to supervisor and Sípnuuk Digital Librarian in detail on progress with tasks and challenges that may arise.

7. Shall assist youth, Elders, community members and coworkers in learning how to use and contribute to Sípnuuk.
8. Shall assist with outreach activities to promote the project and its use.
9. Shall attend all required meetings and functions as requested.
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. Have the ability to work effectively 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 instructions.
5. Possess relevant computer skills and experience, and high comfort level in communicating via and working with technology.
6. Have the ability to work independently and in a team.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have the ability to operate computer equipment, library media equipment and other office machines.
3. Must possess valid driver's license, good driving record, and proof of insurance and reliable transportation. Must be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality and HIPAA policies.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
6. If working with sensitive cultural content, must be culturally qualified to view/access those materials.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: February 11, 2015

Chairman's Signature: _____

Employee's Signature: _____