
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: Cultural Biologist

Reports To: Director of Natural Resources and Environmental Policy, or designee

Location: Department of Natural Resources, Orleans, CA

Supervises: Volunteers and youth on an interim basis

Salary: \$18.00 to \$23.00 per hour, depending on education and experience

Classification: Full Time, Non-Exempt

Summary: Under the supervision of the Food Security Project Coordinator, the Cultural Biologist shall work cooperatively with collaborative project partners and other partner agencies to achieve the food and fiber resource management goals and project-related grant objectives of the Karuk Tribe.

Application Deadline: December 23, 2016 by 5:00 pm

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 Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: dlbernal@karuk.us

POSITION DESCRIPTION

Title: Cultural Biologist

Reports To: Food Security Division Coordinator, or designee

Location: Department of Natural Resources, Orleans, California

Supervises: Volunteers and youth on an interim basis

Classification: Non Exempt, Full Time

Salary: \$18.00 to \$23.90 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.

Summary: Under the supervision of the Food Security Project Coordinator, the Cultural Biologist shall work cooperatively with collaborative project partners and other partner agencies to achieve the food and fiber resource management goals and project-related grant objectives of the Karuk Tribe.

Responsibilities:

1. Shall carry out the day to day tasks associated with the Tribal objectives of the USDA-AFRI Food Security Grant.
2. Shall assist and support the Food Security Project Coordinator in the planning, coordination, and implementation of project activities.
3. Shall work with technical service providers to collect, organize and analyze field data for site identification and monitoring, data management and report preparation.
4. Shall serve as field support staff for all Tribal objectives.
5. Shall actively contribute to other associated grant objectives, partnership building, and outreach activities in coordination with partner organizations.
6. Shall function as the primary communication link between Food Security Project Coordinator, Bio Technicians, and contracted support in carrying out a range of grant-related activities.
7. Shall participate in and coordinate activities including but not limited to the harvest, preparation, storage, and distribution logistics of food and fiber resources.
8. Support the Food Security Project Coordinator in information dissemination, resource distribution and cultural practitioner lists, and identification of additional needs.
9. Shall be available for local and out of the area travel as required for job related training.
10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Basic computer skills, including work with basic word processing and data management software such as Microsoft Office.
2. Demonstrated scientific report writing capabilities and good writing skills.
3. Demonstrated relevant technological data collection and management skills.

4. Demonstrated knowledge of the traditions, culture and Native food system of northwestern California tribes.
5. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
6. Must have demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
7. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
8. Experience related to traditional land management, food procurement, processing, and preservation preferred.
9. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
10. Displayed ability to establish and maintain harmonious working relationships with other employees, tribal youth and their parents, natural resource agencies, and the public.
11. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in Biology or related field with two (2) years' work experience and a Karuk cultural practitioner; or
 - b. Bachelor's degree in Biology or related field with one (1) year experience and a Karuk cultural ; or
 - c. An equivalent combination of education and related experience will be considered for all grades.
2. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
3. Must have high respect for and fundamental understanding of Karuk culture.
4. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
8. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
9. Must adhere to the policies and procedures of the Karuk Tribe.
10. 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 Indian Preference Act of 1934, (title 25, USC, Section 47) and 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: May 2015, updated June 1, 2016

Chairman's Signature: _____

Employee's Signature: _____