
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: Tribal Cultural Monitor

Reports To: Tribal Archaeologist or designee

Location: Various locations within Karuk aboriginal territory and Tribal Lands as needed.

Salary: Depending on funding availability

Classification: Temporary, On-Call

Summary: This is an on-call development/construction monitor position. The monitor will serve as a cultural ambassador, to minimize the potential for inadvertent impacts to tribal archaeological sites, cultural resources, and values. Karuk Tribal Cultural Monitors will be watching over all ground disturbing activity including, but not limited to, mass grading, weed abatement, trenching, and any excavation on previously disturbed and undisturbed ground. Cultural Monitors must have the ability to recognize cultural artifacts, human remains, village sites, midden deposits, and other relevant cultural resources. The Cultural Monitor may serve on fires, if qualified to monitor impacts to cultural resources.

Deadline: Responses will be accepted on a continual basis

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

POSITION DESCRIPTION

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Major Duties and Responsibilities:

1. Shall be available with little or no notice as On Call Monitor to report to project sites.
2. Shall monitor hand and mechanical treatments that involve ground disturbing activities.
3. Shall work together with agency and contractor staff to assess the likelihood of sites within the project area, and report potentially sensitive areas to the Tribal THPO office.
4. Shall serve as the first point of contact for the Tribal knowledge about culturally sensitive sites within the project area.
5. Shall recognize and, where appropriate, exercise the right to stop project activities if culturally sensitive resources are found. In particular, if suspected human remains or associated grave goods of Native American origin are identified, the THPO office must be notified.
6. Shall advise implementing agency about spiritual, religious, or culturally sensitive locations within the project area.
7. Shall document findings on standard monitor forms, and shall contribute to larger studies based on daily work forms and logs, as appropriate.
8. Shall submit a Daily Activity Log, containing all information as instructed and covered in training sessions. This may be done in electronic form
9. Shall submit weekly progress reports for larger projects.

10. Shall take photographs, GIS points, video, as appropriate, and ensure that this data is tracked to Daily Activity Logs.
11. Shall wear the necessary personal protective equipment for the activities: normally, at minimum, a hard hat and a vest.
12. Shall be polite, and shall maintain a priority system when accepting other jobs

Qualifications:

1. Education and/or Experience: High School diploma or equivalent and two (2) years' work experience, or an equivalent combination of education and related experience.
2. Must be physically fit and able to work long hours in outdoor weather conditions year-around, including extremely low and high temperatures, direct sun, rain, and wind.
3. Must be physically able to meet the physical demands of the project which will sometimes include hill climbing, hiking, carrying equipment in backpacks, lifting, and occasionally camping when projects are inaccessible by vehicles.
4. Ability to pass walk test and other qualifications necessary to be present at a wildland fire, if assigned.

Requirements:

1. Karuk Tribal Member or Descendant.
2. Must exhibit the ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public.
4. Must attend and complete the Karuk Tribal Cultural Monitor Training sessions.
5. Must have the ability to recognize cultural artifacts, human remains, grave goods, evidence of village sites, etc.
6. Must be punctual when assigned, have a good work ethic, and work well without supervision.
7. Must demonstrate the ability to understand and follow oral and written instructions.
8. 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.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to

a criminal background check.

11. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
12. Must adhere to the policies and procedures of the Karuk Tribe.

The Karuk Tribe retains the right to change or assign other duties to this position.

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.

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

Council Approved: August 2, 2000, Updated October 7th, 2015

Chairman's Signature: _____

Employee's Signature: _____