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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:** Victim Assistance Program-Tribal Liaison

**Reports To:** Judicial Deputy Administrator

**Location:** Based in Yreka with regular travel within the Tribes service area.

**Salary:** \$15.00 - \$18.00 per hour (DOE)

**Classification:** Full- Time (40 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded (09/30/2018)

The position will provide a coordinated collaborative multidisciplinary response to eligible victims of crime, their families, and the community within the Karuk Tribe Ancestral Territory.

### **Application Deadline: Open Until Filled**

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. 2010, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Victim Assistance Program-Tribal Liaison

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### **Responsibilities:**

1. Shall be responsible for the day to day operations of the Victim Assistance Program.
2. Shall act in the capacity of a victim advocate and liaison to coordinate assistance between Tribal Governments, County and State Agencies, Governments and The U.S. Attorney's Office for California District and the FBI.
3. Shall conduct screenings and assessments of victims' eligibility for service.
4. Shall maintain lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
5. Shall make appropriate referrals to relevant programs or agencies.
6. Shall assist victims of crime and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
7. Shall attend and provide assistance in all pre-hearing staffing meetings for Tribal Wellness and Child and Family Court matters.
8. Shall accompany victims of crime to appropriate court hearings
9. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
10. Shall assist the Judicial Administrator in meeting grant requirements, reporting and data collection as assigned.
11. Shall be polite and maintain a priority system in accepting other job related duties as assigned

**Qualifications:**

1. Have the ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Desire and skill working with a team of professionals in a group decision making environment.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Have the ability to understand and follow oral and written instructions.
6. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
7. Strong organizational skills, able to prioritize duties and ensure timely completion of tasks.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.

**Requirements:**

1. Must have an Associate Degree and have documented completion of thirty (30) semester units in criminal justice, sociology, psychology or related field and one year of work experience in counseling, advocacy or similar related field such as child welfare, substance abuse, or domestic violence.
2. Must be a self-starter, well organized, and willing to learn new skills.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must have completed Mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
5. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.
6. Must adhere to Tribes and Programs confidentiality policy.
7. Must successfully pass a pre-employment drug screening test.

8. Must adhere to an investigation of character as required by the **Indian Child Protection and Family Violence 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 offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense 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: December 30, 2015**

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

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