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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 Tribe

**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:** Domestic Violence Services Specialist

**Reports To:** Karuk D.V. Transitional Housing Program Manager

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

**Salary:** \$15.50 - \$18.75 per hour (DOE)

**Classification:** Part- Time (16-20 hrs. per week), Regular, Non Exempt, Non-Entry  
Level/Grant Funded

### **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. 2041, Fax: (855) 437-7888, Email:  
[vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

Title: Domestic Violence Services Specialist

Reports To: Karuk D.V. Transitional Housing Program Manager

Location: Based in Yreka with regular travel within the  
Tribe's service area

Salary: \$15.50 - \$18.75 per hour (DOE)

Classification: Part- Time (16-20 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded

### **Responsibilities:**

1. Shall conduct assessment of victims' needs for service.
2. Shall assist victims in the completion of applications and other paperwork needed to obtain services.
3. Shall assist with safety planning.
4. Shall assist with obtaining orders of protection.
5. Shall accompany victims to appropriate court appearances.
6. Shall provide crisis intervention as needed.
7. Desire someone with some understanding of managing a domestic violence transitional house, client record keeping, and program implementation.
8. Shall admit, orient new clients, and discharge those who are ready to leave or, who must be asked to leave, after violating house rules.
9. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork assigned by Program Manager.
10. Shall assist Program Manager in coordinating day to day receipt of donations, the procurement of supplies, and keeping inventory of program equipment and supplies.
11. Shall assist the Project Director in meeting grant requirements.
12. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

### **Qualifications:**

1. Ability to work effectively with Native American people in culturally diverse environments.

2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to understand and follow oral and written instructions.
5. 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.
6. Have experience in crisis intervention and making referrals for services.
7. Have strong organizational skills.
8. Have ability to work with minimal direct supervision.
9. Ability to work in a team, problem solve as a team/collaborate.
10. Ability to advocate for client to ensure their best interests is met.
11. Ability to seek out resources for clients (knowledge of who to call for resources).
12. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.
13. Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.

**Requirements:**

1. Must possess high school diploma or equivalent and 3 years specialized experience assisting professionals in one or more social programs such as family services, child services, substance abuse programs, juvenile corrections programs or domestic violence services program, group home or shelters.
2. Must be a self- starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in a face- to -face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must have completed 40 hours of domestic violence advocacy training or complete equivalent training within 45 days of hire.
6. Must adhere to confidentiality policy.
7. Must demonstrate familiarity and experience working with clients who have issues related to domestic violence, sexual assault, stalking and abuse.
8. Must have experience working effectively with people in crisis situations.

9. Must successfully pass a pre-employment drug screening test.
10. 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: October 2009; Updated September 30, 2013; December 30, 2014, July 14, 2016, February 22, 2018, April 12, 2018; December 6, 2018; July 25, 2019**

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

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