

---

**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****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

---

## **Vacancy Announcement**

**Title:** Compliance Officer

**Reports To:** Lead Compliance Officer

**Location:** Based in Yreka or Happy Camp

**Salary:** \$17.00 - \$21.60 per hour (DOE)

**Classification:** Part Time (30 hrs. per week), Regular, Non Exempt, Non-Entry  
Level Grant Funded (9/30/2021)

### **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 Resource Department, Telephone (530) 493-1600 X 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

Title: Compliance Officer

Reports To: Lead Compliance Officer

Location: Based in Yreka or Happy Camp

Salary: \$17.00 - \$21.60 per hour (DOE)

Classification: Part Time (30 hrs. per week), Regular, Non Exempt, Non-Entry Level  
Grant Funded (9/30/2021)

### Responsibilities:

1. Supervises and monitors a wellness court caseload.
2. Monitors placement of participants in various rehabilitation and/or treatment programs.
3. Maintains communication and liaison with law enforcement, social services, probation and other community resource agencies both tribal and county.
4. Compiles, investigates, verifies and presents reports on personal, social, educational, financial, vocational, health and/or prior criminal history of wellness court participants.
5. Shall make appropriate referrals to relevant programs or agencies, as needed.
6. Shall assist participants and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
7. Develops recommendations for disposition and presents reports to various courts, officials and agencies.
8. Conduct home visits, curfew checks.
9. Submit reports and recommendations to the Tribal Court.
10. Attend and provide updates in all pre-hearing staffing meetings for Tribal Wellness Court.
11. Utilize culturally infused intervention tools.
12. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
13. Shall assist the Supervising Compliance Officer and Wellness Court Coordinator in meeting grant requirements.
14. 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 participants 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, MS Office Suite applications; upon hire will learn the Division of Supervision's case management system.
7. Strong organizational skills, able to prioritize duties and ensure timely completion of tasks.
8. Demonstrated community organizing skills, self-motivated, able to work with minimal direct supervision.

**Requirements:**

1. Must have education equivalent to an AA Degree from an accredited college or university, including thirty (30) semester units in related field such as criminal justice, social welfare, criminology, sociology or psychology.
2. Must have 2 years specialized experience assisting professionals in field of Youth Delinquency Programs, Adult or Juvenile Corrections Programs, Youth Substance Abuse/Treatment Programs, or Youth Group Home programs.
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
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 Revised 05/25/2017; August 29, 2019**

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

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