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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

**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  
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Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Karuk Tribal TANF Program (KTTP) Family Services Assistant  
(\$12.00-16.00 per hour, depending on experience)**

This is a full time position based in the Orleans TANF Office.

The purpose of this position is to assist in the provision of KTTP services to children and families participating in the program. The duties of this position include, but are not limited to, transporting clients to various appointments, providing homemaker services to clients in their home, assisting the Family Services Specialist in planning and service implementation, and assisting clients in applying for various benefits.

Complete job descriptions are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **TERO** shall apply. If selected, applicants must submit to a pre-employment drug screening and be willing to submit to a criminal background check.

**Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm on Monday, September 13, 2010.**

*Position Posted On: 9/3/2010 11:49 AM*

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**POSITION DESCRIPTION**

**Title:** Karuk Tribal TANF Program (KTPP) Family Services Assistant

**Reports To:** KTPP Family Services Specialist

**Location:** Orleans

**Salary:** \$12.00 to \$16.00 per hour, depending on experience

**Summary:** The purpose of this position is to assist in the provision of KTPP services to children and families participating in the program. The duties of this position include, but are not limited to, transporting clients to various appointments, providing homemaker services to clients in their home, assisting the Family Services Specialist in planning and service implementation, and assisting clients in applying for various benefits.

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Responsibilities:**

1. Assist Family Services Specialist in identifying the strengths and needs of the family, identify problems and the capacity for improvement and review and revise progress of case plans based on personal observations and data collection.
2. Visit homes to identify parenting, emotional or developmental concerns including assisting parents with family management and care and to provide emotional support to children with special needs.
3. As directed assist parents in family crisis with childcare resources and home management
4. Transport families and children to medical, counseling, therapeutic and/or psychological appointments, and accompany clients to appointments and shopping.
5. Visit individuals in homes or attend group meetings to be able to provide information on agency services, requirements and procedures to Family Services Specialist.
6. Advise clients regarding food stamps, child care, food, money management, sanitation, and housekeeping.
7. Assist Family Services Specialist in interviewing individuals and family members to compile information on social, educational, criminal, institutional, or drug history.
8. Complete client intake and eligibility determination for program services.
9. As directed assist in locating housing for displaced individuals.

10. As directed assist in planning of food budget, utilizing charts and sample budgets.
11. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.
12. Accept other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the publics.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate the KTCP recordkeeping software (TAS) and other software such as Windows XP, Vista, Crystal Reports and MS Office Suite applications.

**Requirements:**

1. Must possess high school diploma or equivalent; 6 months general experience and 6 months specialized experience assisting professionals in one or more social programs such as family services, child services, senior services, mental and developmental disability services, substance abuse programs, juvenile corrections programs or occupational skills programs.
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 adhere to confidentiality policy.
6. Must successfully pass a drug screening test.
7. 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 and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense 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; or offenses committed against children.

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

**Council Approved: September 3, 2008**

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

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

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