
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

EMERGENCY Re-Advertisement Vacancy Announcement

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

**Circles of Care Project Youth Coordinator
(\$17.00 per hour)**

This is a part time position working 20 hours per week, working in Happy Camp and Orleans with regular travel to Yreka.

Complete job descriptions are available at all Tribal Offices or on the Internet at 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 Friday, September 10, 2010.

Position Posted On: 9/3/2010 11:54 AM

6/14

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

POSITION DESCRIPTION

Title: Circles of Care Project Youth Coordinator

Reports To: Project Director

Location: Happy Camp and Orleans with regular travel to Yreka.

Salary: \$17.00 per hour

Classification: Part-Time (20 hours/week), Temporary, Grant Funded through September 30, 2011, Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall educate youth consumers, family members, service providers, system managers, and community decision-makers about the importance and value of authentic youth voice in individual treatment planning, service delivery, system design, and governance throughout the tribal system of care.
2. Shall partner with youth and adults to develop and coordinate culturally based policies designed to amplify consequential youth voice within the tribal system of care, its governance structure, and its partner organizations.
3. Shall cultivate youth development, including leadership development. Support youth in accessing youth leadership training opportunities, including conferences.
4. Shall coordinate support opportunities for youth groups, and for youth who serve in various capacities (e.g., as peer mentors or youth leaders) throughout the tribal system of care.
5. Shall partner with youth and adult professionals to identify barriers to effective youth voice and solutions (e.g., transportation, incentives, meeting locations, cultural barriers, etc.).
6. Shall coordinate efforts to ensure that youth voice impacts the services and supports offered to youth and that concerns of youth are addressed.
7. Shall collaborate with cultural consultants and the Karuk Na Vura Yee Shiip coordinator, project evaluator, other relevant project staff, and youth consumers to develop culturally based materials and services for youth consumers.
8. Shall collaborate with youth and other stakeholders to coordinate and deliver culturally suitable materials, services, and training opportunities that empower youth and help transform community systems to better serve youth.

9. Shall actively participate in Karuk Yav pa anav/Circles of Care Team Meetings (coordinate dates and times of meetings, prepare agenda, record minutes, etc..) and relevant workgroups on state, local, and national levels(report back to the COC Team) as an advocate and support for tribal youth (not as the representative of youth voice).
10. Shall build relationships with community youth-serving organizations (e.g., YMCA, School Districts, Juvenile Hall, County Children's Systems of Care and systems (e.g., transportation) to expand opportunities for and remove barriers to youth voice.
11. Shall assist the Project Director in meeting grant requirements.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Ability to connect with youth and have respect for youth culture.

Requirements:

1. B.A. or equivalent experience in human services-related field (i.e., psychology, sociology, criminal justice).
2. Strong organizational skills, with experience planning youth-friendly meetings and events.
3. Understanding of positive youth development principles and experience applying them to youth-serving organizations.
4. Understanding of youth-serving systems, including an understanding of these systems from the perspectives of youth being served.
5. Experience working with youth involved in multiple systems, especially community-based mental health, juvenile justice, and/or child welfare systems.
6. Ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policy makers.
7. Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
8. Experience in grassroots organizing and advocacy.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

10. Must adhere to confidentiality policy.

11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____

9/14