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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  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Administrative Assistant/Victim Support Services Specialist

**Reports To:** Administrator or Designee

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

**Salary:** \$18.00 - \$21.00 per hour (DOE)

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

**Summary:** This position will assist in a variety of clerical and administrative functions while serving as the point of entry for program support services. Daily tasks include answering phones, greeting victims of crime, conducting intake and eligibility for program services, data entry, and making appropriate referral to other programs or agencies.

### **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**

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**Responsibilities:**

1. Shall maintain Community Resource Guide and coordinate assistance between Tribal and County programs or nonprofit agencies.
2. Shall conduct intake/screening either via phone or in person in early intervention process of victims' request for service and determine eligibility
3. Shall in the screening process, address victims' safety concerns, identify other needs, develop short-term plan of action. (plan of action for the survivor's health, safety, and well-being)
4. Shall make appropriate referrals to relevant programs or agencies.
5. Shall assist victims in the completion of applications and other paperwork needed to obtain services.
6. Shall assist with safety planning.
7. Shall maintain record keeping system, timesheets, scheduling, and related paperwork assigned by Administrator or Designee.
8. Shall collect information, maintain, update, and enter program data into the central program database daily.
9. Shall assist the Administrator or Designee in meeting grant requirements, reporting and data collection as assigned.
10. Shall assist Administrator or Designee in planning and executing program outreach/educational events.
11. Shall adhere to the Karuk Tribe's and the Karuk Division of Victim Assistance's policies and procedures.

12. Shall adhere to Tribe's and Program's confidentiality policy.
13. Shall be available for local and out of the area travel as required for job related training and various activities.
14. Shall attend all required meetings and functions as requested.
15. 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. Have the desire and skill to work 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 10 and MS Office Suite applications.
7. Have strong organizational skills, be 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. Equivalent to graduation from high school and one year of full-time experience providing customer service in a professional office setting such as para-professional victim services, peer counseling, crisis intervention, social services, health services, or related office setting.
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 60 days of hire.
5. Must have completed the minimum 40 hours OVC Introductory Advocacy Training from the VAT online training site or be willing to complete within 30 days of hire.

6. Must have ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policymakers.
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.

**Committee Approved:** August 31, 2021

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

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