
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:	Child Welfare Operations Administrator
Reports To:	Chief Executive Officer – Health and Human Services, or designee
Location:	Yreka, Happy Camp, or Orleans
Assigned Work Location:	Happy Camp or Orleans
Salary:	\$75,000 – \$105,000 annual salary DOE
Classification:	Full Time, Regular, Exempt, Non-Entry Level
Child Sensitive:	Yes
Summary:	The Director is responsible for the administration, guidance and supervision of the Child Welfare Department.

Application Deadline: August 14, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title:	Child Welfare Operations Administrator
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Salary:	\$75,000 – \$105,000 annual salary DOE
Classification:	Full Time, Regular, Exempt, Non-Entry Level
Child Sensitive:	Yes
Summary:	The Director is responsible for the administration, guidance and supervision of the Child Welfare Department.

Responsibilities:

1. Lead and participate in the planning, review and monitoring of Child Welfare services and Indian Child Welfare to ensure compliance with tribal, state and federal regulations to achieve tribal goals and objectives.
2. Ensures that staff adheres to tribal, state and federal regulation.
3. Develops monitors and revises applicable policies and procedures.
4. Works with Karuk Tribe executive leadership team to promote the highest quality of tribal and community member services.
5. Responsible for the development of strategic and tactical plans to maximize the effectiveness of child welfare program services.
6. Develops monitors and revises long and short-term program plans and associated budgets as needed and in accordance with tribal, state and federal regulations.
7. Participates in the development of grant applications.
8. Develops partnerships with local agencies and represents tribal interests at meetings of local, regional and national stakeholders.
9. Supervises Child Welfare Department staff; including hiring, providing guidance and direction, training, evaluating performance, initiating corrective action or disciplinary action and other personnel actions.
10. Reviews and approves court reports, case plans, case narratives and safety plans developed by Child Welfare Social Workers.
11. Ensures child welfare staff coordinates with Karuk Judicial Programs.

12. Ensures that child welfare staff coordinates with State Child Welfare Departments.
13. Provides in-service training and other staff development activities to increase the knowledge of the social work processes.
14. Monitors and evaluates legal, law enforcement, medical and psychological reports.
15. Maintains complete professionalism, including the qualities of confidence, motivation, accountability, integrity and humility.
16. Supports and promotes cultural, ethnic and linguistic diversity.
17. Available for local and out of the area travel as required for job related training.
18. Attends all required meetings and functions as requested.
19. Is polite and maintains a priority system in accepting other job duties as assigned.

Qualifications:

1. Master's Degree in Social Work or social/human services, sociology or other behavioral science preferred.
2. Have the ability to work effectively with Native American people in culturally diverse environments.
3. Have the ability to establish and maintain harmonious working relationship with community members, other employees and the public.
4. Knowledge of the principles and practices of organization, workload and time management.
5. Excellent oral and written communication skills.
6. Knowledge of the principles and practices with interviewing and recording of child welfare casework.
7. Knowledge of current developments in the field of Child Welfare and understand Child Welfare programs on the Tribal, Federal, State, and local level.
8. Knowledge of signs, stages and dynamics of abuse and the effects of abuse on child development and behavior.
9. Knowledge of laws, rules and regulations governing the operation of child welfare systems and the role and responsibilities of the social worker.
10. Proficient in the operation of a personal computer, electronic data systems and other office equipment and related software.
11. Is knowledgeable of new technology and champions in its implementation and use to promote efficient work flow, communication, and program assessment.

Requirements:

1. Possession of a Master's Degree in Social Work or social/human services, sociology or other behavioral science preferred.

2. The equivalent of three years of full-time experience performing duties in a tribal, public or private Child Welfare system.
3. Must have three years or more supervisory experience.
4. Knowledge of Indian Child Welfare Act (ICWA) and Title IVE as it pertains to tribes.
5. Must have a pre-employment and annual health examination.
6. Must successfully pass a pre-employment drug and alcohol screening test and criminal background check.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention 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 offense or two or more misdemeanor offenses 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.
8. Must possess valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality including Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2.
10. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B, test annually for Tuberculosis (TB) and receive annual flu vaccination.
11. Must have the ability to travel to the communities in the service area including Yreka, Happy Camp and Orleans.
12. Must be available for out of the area travel as required for the position related training and continuing education and to attend all required meetings.

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: July 31, 2025

Employee's Signature: _____ **Date:** _____

**** Employees must sign position descriptions annually, during their evaluation.**