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**Karuk Community Health Clinic**  
64236 Second Avenue  
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Happy Camp, CA 96039  
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Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
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Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**

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

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## Vacancy Announcement

**Title:** Family Advocate  
**Reports To:** Karuk Tribal Head Start Deputy Director  
**Location:** Yreka and Happy Camp  
**Salary:** \$18.00 to \$21.00

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

**Summary:** The Family Advocate works with families in the areas of social services, disabilities, mental health, and parent engagement; develops partnerships with families, and provides referrals and support in accessing community resources; assists families in crisis; supports the culture and values of each family; is responsible for compliance with the Head Start Performance Standards and following the Karuk Tribe and Karuk Tribal Head Start policies and procedures. The Family Advocate will be responsible for all ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) data and reports.

### **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**

**Title:** Family Advocate

**Reports To:** Karuk Tribal Head Start Deputy Director

**Location:** Yreka and Happy Camp

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### **Responsibilities:**

1. Complete follow up tracking on Family Services and Family Partnership Agreements and record this information in the ChildPlus database; assist with data input for the PIR.
2. Provide monthly reports to the Head Start Deputy Director regarding ERSEA, family partnerships, referrals and services provided, and community partnerships.
3. Engage parents as full partners in the education of their child including assistance with enrollment packets and documentation; support and assist families in transitioning their child to kindergarten by linking parents with their child's next school.
4. Support and encourage parent leadership by providing parents opportunities to be involved in group activities, Policy Council, parent committee meetings, educational activities, and to contribute to program activities and services through volunteerism, community service, etc.
5. Coordinate with staff to encourage and engage parents in establishing individualized goals (including adult literacy), providing in-kind for the center, and to work together with their child at school, at home, and in the community.
6. Advocate for and assist families in identifying and coordinating resources to meet family goals through the Family Partnership Agreements; conduct home visits as needed to assist parents with matters such as attendance.
7. Recruit and enroll eligible children utilizing approved recruitment policies; maintain a waiting list of eligible children; maintain the monthly student enrollment count.
8. Develop and maintain collaborative relationships with community and tribal agencies.

9. Maintain open communication and debrief with staff at the center, in the classroom, and in meetings as scheduled.
10. Maintain documentation of all communication, including follow-up efforts and plans made with families.
11. Contact families when there is a sick child at school and stay with the child or ensure that someone stays with the child in the office until a parent arrives.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. **Cultural Competency:** Ability to work effectively with Native American people in culturally diverse environments with some knowledge of the Karuk culture.
2. **Professionalism:** Is aware of the potential impact of own attitudes and behaviors and make appropriate adjustments to ensure that communication with children and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all and follows policies and procedures.
3. **Teamwork:** Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Tribal Head Start children, parents, and staff. Maintain constructive team relationships, coordinates effective goals and identifies or plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. **Program Support:** Supports, cooperates and assists staff to meet the goals of all components of the Karuk Tribal Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
5. **Professional Development:** Participates in ongoing professional development, training, meetings, as determined in coordination with the Head Start Director.

**Requirements:**

1. AA in Health, Social Services, or relevant field or 1-year experience working with children and families..
2. Must have experience or training in working with a diverse group of parents, including those in crisis; experience in family engagement, and planning and implementing activities for children age 3-5 and their families.
3. Must be available for local and out of area travel as required for job related trainings, meetings, and other functions as requested.
4. Must have good verbal and written communications skills, experience in planning, scheduling, coordinating meetings and events, preparing reports, and entering data.
5. Must submit to an initial medical examination and TB test. Must be willing to submit to a periodic rescreen for medical examination and TB test.

6. Must successfully pass a pre-employment drug screening test and fingerprint criminal background check. 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. Must be willing to submit to periodic fingerprinting rescreen.
7. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct, Confidentiality Statement, and the Karuk Tribe Personnel Policy.
8. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

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

**Head Start Parent Preference:** Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

**Tribal Council Approved:** 3/22/2018

**Review Committee Approved:** December 6, 2021

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