
Karuk Community Health Clinic
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Karuk Dental Clinic
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Administrative Office
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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

(Internal Posting)

Title: KPHP Family Services Specialist
Reports To: KPHP Family Services Manager
Supervises: Family Services Assistant, Receptionist
Location: 2 Positions-Yreka, CA

Salary: \$40,000 to \$60,000 per year, DOE

Summary: The Karuk Tribal Temporary Assistance for Needy Families Program (KPHP) Family Services Specialist, performs complex and specialized public assistance eligibility and grant determination assignments. Responsible for applying regulations and procedures to determine eligibility for assistance and provides counseling referrals and advice to support the academic, personal and social development of an assigned caseload. Provide oversight, supervision of the Family Services Assistant and Receptionist as assigned. When necessary be able to train Family Services Assistants to manage a caseload. Responsible for development and ongoing monitoring of participants' progress towards goals established in the family self-sufficiency plans. Maintain confidentiality of all privileged information.

Classification: Full time, Regular, Non-Entry Level, Non-Exempt

Application Deadline: November 3, 2023 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: KTTP Family Services Specialist

Reports To: KTTP Family Services Manager

Supervises: Family Services Assistant, Receptionist

Location: 2 positions-Yreka, CA

Salary: \$40,000 to \$60,000 per year, DOE

Summary: The Karuk Tribal Temporary Assistance for Needy Families Program (KTTP) Family Services Specialist, performs complex and specialized public assistance eligibility and grant determination assignments. Responsible for applying regulations and procedures to determine eligibility for assistance and provides counseling referrals and advice to support the academic, personal and social development of an assigned caseload. Provide oversight, supervision of the Family Services Assistant and Receptionist as assigned. When necessary be able to train Family Services Assistants to manage a caseload. Responsible for development and ongoing monitoring of participants' progress towards goals established in the family self-sufficiency plans. Maintain confidentiality of all privileged information.

Classification: Full time, Regular, Non-Entry Level, Non-Exempt

Responsibilities:

1. Performs interactive interviews to elicit eligibility information and identify need for public assistance programs and services such as child care, food, money management. Compiles information on social, education, criminal, institutional, or drug history.
2. Analyzes financial and eligibility information to determine initial or continuing eligibility for multiple aid programs.
3. Explains regulations, rules, and policies to clients and apprises them of their rights, responsibilities, and eligibility for participation.
4. Assists clients with forms and ensures accuracy and completion of application and declaration forms.
5. Resolves discrepancies by securing documentation, medical records, and confirmation from other agencies as needed or required.
6. Initiates total household assistance cases and develops a case plan with the client.
7. Assesses clients' needs for services and helps find resources through State, Local, Federal, and Tribal services.
8. Conducts a needs assessment to determine appropriate program activities.
9. Coordinates service delivery systems such as transportation, housing, medical, etc. for the benefit of the client.
10. Acts as an advocate for clients in interactions with other service entities.
11. Provides eligibility determination for social or financial services based on income tests.

12. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.
13. Is polite and maintains a priority system in accepting other position related job 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 public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to use a variety of computer programs, in particular to understand and operate the KTCP recordkeeping software Tribal Assistance Systems (TAS), and other software such as Windows XP, Vista, Crystal Reports and MS office Suite applications.

Requirements:

1. Associates Degree in Employment Training, Human Resources, Education, Sociology or related field with 3 years' work experience in either a social service field or a public/family assistance program, ***OR*** equivalent experience, education, and training in a related field will be considered.
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 but respectfully in face-to-face, as well as telephone communications.
4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and HIPAA policies.
6. Must successfully pass a drug/alcohol screen and background investigation.
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 Policy: In accordance with the TERO Ordinance 93-O-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: October 25, 2023

Employee's Signature: _____