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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:** Office of Family Assistance (OFA) Collaboration Coordinator

**Reports to:** Karuk Child Welfare Services Administrator

**Location:** Yreka, CA

**Salary:** \$22.00 to \$26.00 per hour depending on experience

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

**Summary:** The coordinator will work closely with the Karuk Tribe Temporary Assistance for Needy Families Program to develop a formalized Memorandum of Understanding (MOU) between Karuk Child Welfare Services Program and (KTTP) that will build a frame work for expanded collaboration including weekly collaborative case management meetings between front-line social workers; developing an expedited referral system for families in crisis to receive assistance through KTTP, and or other agencies.

The Collaboration Coordinator will compose activities between Karuk Child Welfare Services and KTTP to ensure that the grant goals and objectives are met in a timely manner, reporting progress to Karuk Child Welfare Services Administrator.

### **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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Collaborate with Karuk Tribe Temporary Assistance for Needy Families Program, and coordinate grant activities.
2. Report progress to Karuk Child Welfare Services Administrator.
3. Coordinate, and collaborate with Social Workers to ensure that participants complete service plans.
4. Monitor and review financial statements with administrator.
5. Collaborate with Yav Pa Anav Program, and its' supporting agencies.
6. Shall maintain program records documentation.
7. Shall be available for local and out of the area travel as required for job related training.
8. Shall attend all required meetings and functions as requested.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
10. Shall collaborate with KTTP to expedite referral, intake processes.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American population in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with and 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. Displays the skill and depth of job knowledge in assessing problem situations and formulating plans for service.
6. Associates Degree in Behavioral or Social Science field preferred.

**Requirements:**

1. Must possess an associate degree or have three years of experience in managing grants.
2. Must be proficient in Microsoft Word and Excel.
3. Must have the ability to maintain confidentiality of case information in accordance with 42 CFR Part 2 and HIPAA.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB, have annual health examination and receive annual Influenza vaccination.
6. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea if nolo contendere or guilty to, and offense under Federal, State or Tribal Law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.
7. Must successfully pass a drug screening test.

**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 qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** October 8, 2020

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

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