

---

**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



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
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

---

## Vacancy Announcement

**Title:** Certified Substance Use Disorder (SUD) Counselor or Registered Alcohol and Drug Technician (RADT)

**Reports To:** Substance Abuse Program Manager

**Location:** Yreka, Happy Camp, and Orleans Communities

**Salary:** \$15.00 to \$19.50 per hour, depending on experience

**Classification:** Full Time, Regular, Non Exempt

**Summary:** The mission of the Karuk Tribe's Substance Use Disorder (SUD) Program is "to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve." The Certified (SUD) Counselor/RADT shall be responsible for providing a full range of substance use disorder treatment, prevention and aftercare recovery services for clients and their families as needed. The Counselor/RADT shall identify trends, problems, and needs for service in the Karuk communities and shall collect and analyze data for organizational improvement. The Counselor/RADT shall carry out their duties with professional and personal integrity while being a team member, providing continuity of care in compliance with federal, state, county laws and regulations, AAAHC standards and Karuk Health and Human Services policies and procedures.

### **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.

## POSITION DESCRIPTION

**Title:** Certified Substance Use Disorder (SUD) Counselor or Registered Alcohol and Drug Technician (RADT)

**Reports To:** Substance Abuse Program Manager

**Location:** Yreka, Happy Camp, and Orleans Communities

**Salary:** \$15.00 to \$19.50 per hour, depending on experience

**Classification:** Full Time, Regular, Non Exempt

**Summary:** The mission of the Karuk Tribe's Substance Use Disorder (SUD) Program is *"to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve."* The Certified (SUD) Counselor/RADT shall be responsible for providing a full range of substance use disorder treatment, prevention and aftercare recovery services for clients and their families as needed. The Counselor/RADT shall identify trends, problems, and needs for service in the Karuk communities and shall collect and analyze data for organizational improvement. The Counselor/RADT shall carry out their duties with professional and personal integrity while being a team member, providing continuity of care in compliance with federal, state, county laws and regulations, AAAHC standards and Karuk Health and Human Services policies and procedures.

### **Responsibilities:**

1. Shall provide SUD services to community members in the Tribe's service area.
2. Shall be familiar with assessment tools including but not limited to ASAM and SASSI.
3. Shall be able to write appropriate treatment plans that are congruent with assessments.
4. Shall be familiar with the most recent publication of the DSM SUD criteria.
5. Shall be willing to obtain certification to facilitate Batterer's Intervention Program and Driving Under the Influence Program groups.
6. Shall provide individual, family, and group counseling for SUD clients.
7. Shall prepare clear, concise, and comprehensive caseload records and make sound recommendations on the basis of such information as well as organize and manage a caseload.
8. Shall provide advocacy services on behalf of the client to obtain needed services, retain personal objectivity, and deliver crisis intervention services as needed.
9. Shall coordinate prevention activities for individuals, families, and youth and develop and maintain cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Karuk Tribal Health and Human Services staff.
10. Shall provide referrals to appropriate community services.
11. Shall allow for and provide access to alternative SUD treatment such as traditional practices.
12. Routine duties shall include providing SUD services in an office setting and other community locations within the Karuk Tribe's Service Area.

13. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other job related duties as assigned.
15. Work hours may be modified to support substance use disorder services that extend prior to or after normal working hours, including weekends. It is expected to not exceed 5% of the total work hours annually.

**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. If applicable, must be in recovery and have two years of documented time clean and sober.

**Requirements:**

1. Must have completed a Chemical Dependency Studies Program and/or be a registered intern or certified by qualifying agency. Must be certified within three years of employment.
2. Must have, at a minimum, one year experience in providing SUD counseling services.
3. Must be a minimum of a Level I Certified Substance Abuse Counselor with CADAC, CAADE or a Registered Alcohol Drug Technician with a state recognized organization.
4. Must adhere to professional standards and code of ethics set by certifying body. Must be able to follow Title 22 standards and Title 9 standards.
5. Must be willing and able to respect the rules of confidentiality and HIPAA.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
8. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine.
9. Must test annually for Tuberculosis (TB).
10. 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 and written inquiries to appropriate local law enforcement. Applicant must not have been convicted of a drug felony within the previous two years.

11. Must successfully pass a pre-employment drug and alcohol 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 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.

**Council Approved: March 19, 2008, April 14, 2016 Revised: May 9, 2019**

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

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