

# KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96039  
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Yreka, CA 96097  
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## Vacancy Announcement

**Title:** On Call Wellness Center Clerk

**Reports To:** Executive Director

**Location:** Yreka, CA

**Salary:** \$14.00 per hour

**Classification:** On Call, Regular, Non-Exempt

**Summary:** Shall provide on call coverage to ensure continuity of operations and activities of the Kahtishraam Wellness Center in the absence of the Coordinator.

**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:** On Call Wellness Center Clerk

**Reports To:** Executive Director

**Location:** Yreka

**Salary:** \$14.00 per hour

**Summary:** Shall provide on call coverage to ensure continuity of operations and activities of the Kahtishraam Wellness Center in the absence of the Coordinator.

**Classification:** On Call, Regular, Non-Exempt

**Responsibilities:**

1. Shall provide on call coverage to ensure continuity of operations and activities of the Kahtishraam Wellness Center in the absence of the Coordinator.
2. Shall be available to report for coverage with little to no notice at times.
3. Shall greet and direct all visitors to the Center in a friendly and helpful manner.
4. Shall receive telephone calls, take accurate messages, and answer questions with an even temperament and good judgement.
5. Shall maintain Center to be aesthetically pleasant and accessible to visitors.
6. Shall prepare for and facilitate scheduled activities in the Coordinator's absence.
7. Shall provide additional staff support for events and activities as requested.
8. Shall receive and record requests for facility use received while covering the Center and provide them to the Coordinator upon their return.
9. Shall monitor visitors to ensure that the policies, procedures, and rules of the Center are adhered to.
10. Shall assist in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit the Center.
11. Shall participate in fundraising to support the Wellness Center activities as requested.
12. Shall be cross-trained to assist the Coordinator in collecting community assessment information from visitors to the Center as applicable when providing coverage.
13. Shall be cross-trained to operate the Snack Shack for events as needed.
14. Shall submit written reports to the Executive Director as requested.
15. 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.

16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an 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.

**Requirements:**

1. Must possess High School Diploma or equivalent.
2. Must possess (or obtain within 30 days of hire) and maintain CPR and First Aid training.
3. Must have the ability to work well independently with little supervision in order to fulfil the duties of the position.
4. Must have previous experience working with youth.
5. Must have the ability to connect with youth and have respect for Tribal youth culture.
6. Must be willing to be a positive role model for Tribal youth by living a life, both professionally and publicly, which does not bring disrespect to KTHA or the Karuk Tribe.
7. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
8. Must adhere to confidentiality and HIPAA policies.
9. Must successfully pass a pre-employment drug screening test and criminal background check with clearance suitable to work with children.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, 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.

**Board Approved:** June 20, 2016

**Council Approved:** June 28, 2016

**Board Chairperson's Signature:** \_\_\_\_\_

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