
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

Vacancy Announcement

- Title:** Tribal Court Advocate Program Manager
- Reports to:** Judicial Administrator
- Location:** Based in Yreka with regular travel within the Tribes' service area.
- Classification:** Part- Time (30 hrs. per week), Regular, Non-Exempt, Non-Entry Level/Grant Funded (09/30/2021)
- Salary:** \$20.00 - \$24.50 per hour (DOE)

Application Deadline: Open Until Filled

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

Position Description

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Responsibilities:

1. Shall be responsible for the day to day operations of the Tribal Court Advocate Program.
2. Shall recruit, train and supervise program interns and advocates.
3. Shall be appointed by tribal court judges in a variety of cases including high conflict Youth in Need of Care cases, Juvenile Youth Wellness, guardianship, Domestic Violence and Child Custody/Visitation, under the tribal code.
4. Shall attend and provide assistance in all hearings and pre-hearing staffing meetings for Tribal Wellness, Child and Family and other relevant Court matters.
5. Shall act in the capacity of a victim advocate and liaison to coordinate assistance between Tribal Governments, County and State Agencies, Governments and The U.S. Attorney's Office for California District and the FBI.
6. Shall assist victims' advocates and interns in preparing proper legal documents with the Court.
7. Shall assist victims' advocates and interns in obtaining appropriate victim assistance services.
8. Shall maintain lines of communication with law enforcement, social services, probation and other community resource agencies both tribal and county.
9. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
10. Shall assist the Judicial Administrator in meeting grant requirements, reporting and data collection as assigned.
11. Shall be polite and maintain a priority system in accepting other job-related duties as assigned

Qualifications:

1. Have the ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Have knowledge of Tribal, California and Federal Indian law, and PL-280.
3. Demonstrated ability to recruit, train and supervise volunteer advocates.
4. Have knowledge of the legal, civil and service rights of victims of crime.
5. Have the ability to manage time well and work under stressful conditions with an even temperament.
6. Have the ability to understand and follow oral and written instructions.
7. Have the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows. XP, Vista and MS Office Suite applications.
8. Demonstrated community organizing skills, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Must have an undergraduate degree in Social Work or related field (Education, Criminal Justice, Psychology) and demonstrated -working experience supervising advocates, volunteers and interns.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must be available to travel within the Tribes' service area.
4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
5. Must adhere to confidentiality policy.
6. 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 (F.B.I.) and to appropriate local law enforcement agencies. 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.

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: August 10, 2017

Revised: January 23, 2020, May 27, 2021

Chairman's Signature: _____

Employee's Signature: _____