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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

The Karuk Tribe is now accepting applications for the position of:

**Driving Under the Influence (DUI) Program Manager**  
**\$16.00 to \$17.00 per hour**  
**Full Time, Regular, Non Exempt**

This is a full time position working at the Karuk Tribe Community Clinics in Yreka and Happy Camp, CA

Shall conduct individual and group counseling sessions. Be responsible for client scheduling, fee collection, and maintaining records in compliance with state license regulations.

**Individuals interested in applying for this position must submit an employment application to the Human Resources Office in Happy Camp no later than 5pm, Friday, October 26, 2012.**

*Position Posted On: 10/15/2012 4:36 PM*

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**Position Description**

- Title:** Driving Under the Influence (DUI) Program Manager
- Reports to:** Behavioral Health Director
- Location:** Happy Camp and Yreka Communities
- Salary:** \$16.00 to 17.00 per hour, depending on experience
- Summary:** Shall conduct individual and group counseling sessions. Be responsible for client scheduling, fee collection, and maintaining records in compliance with state license regulations.

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

**Responsibilities:**

1. Shall maintain a client billing and collection system in accordance with general accounting practices.
2. Shall make such records available for review and audit by the state or other agency as may be requested and required by law.
3. Shall work closely with the courts to facilitate client referral, and accurate reporting of compliance or non-compliance of its clients within State mandates and standards, program requirements and terms of probation and other conditions.
4. Shall maintain records adequate to assure program and client compliance in accordance with the State; courts; DMV; and county agencies as required by program rules and regulations.
5. Shall maintain all statistical information as required and reports shall be completed and forwarded to the state or other agencies as required.
6. 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.
7. Other job related 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.
5. Demonstrates knowledge of cultural issues with the American Indian population.
6. Demonstrates the ability to function as a mature professional who can function independently and as part of a team.

**Requirements:**

1. Must be certified or registered in compliance with Title 9 and have two years of drug and alcohol counseling experience.
2. Must adhere to confidentiality and HIPAA policies.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. 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 offenses 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 93-0-01, Tribal preference will be observed in hiring.

**Council Approved:** August 13, 2009

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

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