
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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: Compliance Officer

Reports To: Tribal Court

Location: Based in Yreka with regular travel within the Tribes service area.

Salary: \$17.00 - \$21.60 per hour (DOE)

Classification: Part Time (24 hrs. per week), Regular, Non Exempt, Non-Entry Level/Grant Funded (09/30/2018)

This grant funded position has a singular focus, to provide rehabilitative measures to our at risk and justice system involved youth that incorporate cultural practices of our community. The Youth Compliance Officer functions under general supervision, and as part of a Wellness Court Team and performs a variety of duties including intake and field probation and intervention work for tribal youth. Responsible for supervising and monitoring the conduct of tribal youth placed on probation (formal or informal), house arrest, or other court ordered alternative justice wellness plan.

Application Deadline: January 11, 2016, by 5pm

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 Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: dlbernal@karuk.us

POSITION DESCRIPTION

Title: Compliance Officer

Reports To: Tribal Court

Location: Based in Yreka

Salary: \$17.00 - \$21.60 per hour (DOE)

Classification: Part Time (24 hrs. per week), Regular, Non Exempt, Non-Entry Level
Grant Funded (9/30/2018)

Responsibilities:

1. Supervises and monitors a youth wellness court caseload.
2. Completes needs and risks assessments for cases as directed.
3. Arranges and monitors placement of youth in various rehabilitation and/or treatment programs.
4. Maintains communication and liaison with law enforcement, social services, probation and other community resource agencies both tribal and county.
5. Compiles, investigates, verifies and presents reports on personal, social, educational, financial, vocational, health and/or prior criminal history of wellness court youth.
6. Shall make appropriate referrals to relevant programs or agencies.
7. Shall assist youth and their family members in the completion of applications and other paperwork needed to obtain appropriate services.
8. Develops recommendations for disposition and presents reports to various courts, officials and agencies.
9. Conduct home visits, curfew checks.
10. Present verbal reports and recommendations to the Tribal Court.
11. Attend and provide reports in all pre-hearing staffing meetings for Tribal Wellness Court.

12. Develops and implements culturally infused rehabilitation programs.
13. Shall maintain record keeping system, data, timesheets, scheduling, and related paperwork.
14. Shall assist the Judicial Administrator and Wellness Court Coordinator in meeting grant requirements.
15. 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. Desire and skill working with a team of professionals in a group decision making environment.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Have the ability to understand and follow oral and written instructions.
6. 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.
7. Strong organizational skills, able to prioritize duties and ensure timely completion of tasks.
8. Demonstrated community organizing skill, self-motivated, able to work with minimal direct supervision.

Requirements:

1. Must have an Associate Degree and have documented completion of two (2) years of college work, including thirty (30) semester units in related field such as criminal justice, social welfare, criminology, sociology or psychology.
2. Must have 2 years specialized experience assisting professionals in field of Youth Delinquency Programs, Juvenile Corrections Programs, Youth Substance Abuse/Treatment Programs, or Youth Group Home programs.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must have completed Mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
5. Ability to make oral presentations to diverse audiences, including youth consumers, service providers and policy makers.
6. Must adhere to Tribes and Programs confidentiality policy.
7. Must successfully pass a pre-employment drug screening test.
8. 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: December 30, 2015

Chairman's Signature: _____

Employee's Signature: _____