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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 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

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Emergency Posting

## Vacancy Announcement

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

**Title:** Substance Abuse Program Coordinator  
**Reports To:** Child and Family Services Director  
**Location:** Yreka, Happy Camp, and Orleans  
**Salary:** \$38,000 to \$42,000 depending on experience.  
**Classification:** Full Time, Regular, Exempt

**Summary:** The Coordinator shall be responsible for program content, supervising staff and administrative duties. The Coordinator shall ensure that staff receives continuous training with the latest techniques. The Coordinator shall provide education and training to other staff. The Coordinator shall collaborate with other county programs to identify problems, trends and demands for service in the service area and shall collect and analyze data for the organizational improvement activities. The Coordinator shall participate with professional and personal integrity as a team member providing continuity of care in compliance with JCAHO standards.

**Application Deadline 5pm, Friday, December 13, 2013.**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs)

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Mail to: Karuk Tribe, PO Box 1016, Happy Camp, California 96039
- Email: [icolegrove@karuk.us](mailto:icolegrove@karuk.us)

The Karuk Tribe's (TERO) Preference, Drug & Alcohol Policy apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

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**POSITION DESCRIPTION**

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**Responsibilities:**

1. Shall operate the program within the scope of the existing budget.
2. Shall manage and oversee MOU's with other community programs.
3. Shall collect and analyze program evaluation data.
4. Shall oversee counselor assessments and treatment plans.
5. Shall work with the Director to seek additional funding for treatment and services.
6. Shall provide counseling services as needed.
7. Shall implement proven treatment and prevention strategies.
8. Shall work closely with other programs to ensure a smooth continuity of services and care.
9. Routine duties shall include providing behavioral health services, in schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.

10. 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.
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 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.

**Requirements:**

1. Must at a minimum have an Associate's Degree, Bachelor Degree Preferred, in Sociology, Psychology, Public Health or closely related field and five (5) years' experience as a substance abuse or chemical dependence rehabilitation counselor.
2. Must have a certificate in Chemical Dependency Studies with 24-36 units.
3. Must be a level II certified Substance Abuse Counselor with five years' experience.
4. Must be certified through a state recognized agency.
5. Must be certified to facilitate domestic violence batterers' intervention program(BIP) groups.
6. Must be familiar with DUI school program content.
7. Must be familiar with current treatment modalities.
8. Must be able to determine what treatment and prevention modalities are appropriate for the population served and implement them.
9. Must be able to conduct a community needs assessment in collaboration with community programs.
10. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
11. Must adhere to professional standards and code of ethics.
12. Must adhere to confidentiality and HIPAA policies.
13. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

14. 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, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim; or a drug felony.
15. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
16. Must be able to provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B vaccine.
17. Must test annually for TB.
18. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**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: January 13, 2005; Revised December 5, 2013**

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

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