
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 Youth Resource Specialist

Reports To: Judicial System Administrative Assistant

Location: Yreka and Happy Camp with regular travel to Orleans

Salary: \$14.00 to \$19.00 per hour, depending on experience

Classification: Part Time (30 Hours/Week), Non Exempt, Grant Funded

Responsibilities:

Shall be responsible for assisting the Administrative Assistant in designing, implementing, and/or maintaining youth programs that reflect the needs and interests of the Tribal youth. Programs may include sports programs, cultural programs, and academic support or tutoring.

Application Deadline: 5pm Friday, March 28, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or
Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@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.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed

POSITION DESCRIPTION

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Responsibilities:

1. Shall be responsible for assisting the Administrative Assistant in designing, implementing, and/or maintaining youth programs that reflect the needs and interests of the Tribal youth. Programs may include sports programs, cultural programs, and academic support or tutoring.
2. Shall actively participate in Karuk Youth Advisory Committee Meetings and relevant workgroups on local, state and national levels.
3. Shall assist the Administrative Assistant in meeting any grant requirements relevant to the program operations
4. Shall collaborate with cultural consultants and the Karuk Na Vura Yee Shiip coordinator, program evaluator, other relevant program staff, and youth consumers to develop culturally based materials and services for youth consumers.
5. Shall partner with youth and adults to develop and coordinate culturally based policies designed to amplify consequential youth voice within the tribal system of care, its governance structure, and its partner organizations.
6. Shall build relationships with community youth-serving organizations.
7. Shall facilitate/co-facilitate youth support groups.
8. Shall coordinate efforts to ensure that youth voice impacts the services and supports offered to youth and that concerns of youth are addressed.
9. Shall collaborate with youth, their parents and other stakeholders to coordinate and deliver culturally suitable materials, services, and training opportunities.
10. Shall conduct assessment of victims' needs for services.
11. Shall assist with safety planning.

12. Shall make referrals to Judicial Legal Center to obtain orders of protection, and appropriate victim witness and or domestic violence programs..
13. Shall accompany victims to appropriate court appearances.
14. Shall provide crisis intervention as needed.
15. Shall assist in reporting and data collection, as assigned.
16. 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.
17. 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. A.A. degree or equivalent experience in human services-related field (i.e, criminal justice, social work or medical or health education.
2. Possession of 40 hours of Domestic Violence Advocacy Certification preferred.
3. Experience working with youth involved in multiple systems, especially community-based mental health, juvenile justice, and/or child welfare systems.
4. Ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policy makers.
5. Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
6. Must have the ability to connect with youth and have respect for youth culture.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality and HIPAA policies.
9. Must successfully pass a pre-employment drug 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 12, 2012

Chairman's Signature: _____

Employee's Signature: _____