

Karuk

Community

Development

Corporation

Vacancy Announcement

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

Naa Vúra Yéeshiip Assistant

\$10.00 to \$12.00 per hour, depending on experience

Part Time (32 hours/week), Regular, Non Exempt

The Naa Vúra Yéeshiip Assistant will be responsible for a variety of clerical functions including but not limited to filing, data entry, answering phones, taking messages, making copies, faxing, and delivering mail and transporting clients. Shall have knowledge of Karuk cultural decorum to create cultural projects and the ability to work in group sessions with children.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ Tribal (TERO) Preference shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Thursday, September 27, 2012.

Position Posted On: 9/14/2012 8:53 AM

POSITION DESCRIPTION

Title: Naa Vúra Yéeshiip Assistant

Reports to: Naa Vúra Yéeshiip Program Director/Clinical Practitioner

Location: Happy Camp Naa Vúra Yéeshiip Site

Salary: \$10.00 to \$12.00 per hour, depending on experience

Classification: Part Time (32 hours/week), Regular, Non Exempt

Summary: The Naa Vúra Yéeshiip Assistant will be responsible for a variety of clerical functions including but not limited to filing, data entry, answering phones, taking messages, making copies, faxing, and delivering mail and transporting clients. Shall have knowledge of Karuk cultural decorum to create cultural projects and the ability to work in group sessions with children.

Responsibilities:

1. Shall be responsible for data entry into Child Behavioral Check List data system.
2. Shall receive, route and log telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall maintain a log and be responsible for incoming and outgoing mail.
4. Shall work with Naa Vúra Yéeshiip staff to coordinate transportation for Naa Vúra Yéeshiip clients to program services.
5. Shall work with program fiscal staff to process receipts, check request and purchases.
6. Shall provide clerical support to Naa Vúra Yéeshiip staff including copying, faxing, shredding, and filing.
7. Shall have knowledge of Karuk cultural decorum and create cultural projects that are inclusive of the many various cultural views amongst Karuk Tribal people. Shall maintain adequate cultural supplies and materials.
8. Shall work with children in group sessions and have the ability to model and teach Karuk spiritual values during cultural project activities.
9. 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.

10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have ability to work effectively with Native American people in culturally diverse environments.
2. Have 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 have at least two years clerical experience, such as data entry, managing files, maintaining correspondence logs.
2. Must have at least two years direct service experience working with children and youth and/ or groups utilizing volunteer components.
3. Must possess High School Diploma or equivalent.
4. Must possess valid driver's license, good driving record and be insurable by KCDC's insurance carrier.
5. Must adhere to confidentiality and HIPAA policies.
6. 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 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.

Board Approved: June 13, 2012

Chairman's Signature: _____

Employee's Signature: _____