
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
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Vacancy Announcement

Title: Social Work Assistant/Case Aide
Reports To: CWS Lead Social Worker or Designee
Location: Happy Camp or Yreka and/or Orleans
Salary: \$16.00-\$22.00 per hour depending on experience
Classification: Full-time, Regular, Non-Exempt, Non-Entry Level

Summary: The Child Welfare Services (CWS) Program offers access to support services such as: voluntary and/or court ordered family preservation; reunification and short-term family maintenance to ensure child safety in the home and strengthen the family; relevant services for children/youth for whom a safe return home is not possible; assistance in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Karuk Tribe; monitoring eligible Indian Child Welfare Act state court cases and case management, preparation of court reports and appearances in Tribal Court. The social worker assistant will work closely with the program Social Workers to assist in providing the services listed above.

Application Deadline: Open Until Filled

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. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DISCRIPTION

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Responsibilities:

1. Shall work under the direction of Child Welfare Social Worker(s), assigned by the Lead Social Worker, on given cases in administering services and using agency or community resources.
2. Shall answer the telephone; provide initial screening, and route calls and referrals to appropriate staff or agency.
3. Shall be responsible for entering new client records and case related data in the child welfare database Tribal Access System (TAS) and CARES.
4. Shall take messages when program Social Workers are unavailable.
5. Shall assist program Social Workers in implementation of appropriate service plans for clients which fall within the aide's scope of practice.
6. Shall assist program Social Worker in providing support services for Tribal Specified /Certified Homes.
7. Shall assist clients with the utilization of community resources; interpret rules and regulations and policies for the client pertaining to resources being sought.
8. Shall accompany program Social Workers when making necessary home visits to carry out case management assignments.
9. Shall maintain/file case records and court documentation in the central database and in hard files.

10. Shall provide program Social Workers with necessary reports as needed.
11. Shall provide/arrange community outreach and set up for classes such as but not limited to parenting.
12. Shall attend in-services and other training courses designated to further understanding of Tribal Child Welfare process and or case management.
13. May prepare memo or letters, process mail and run errands for program Social Workers.
14. Shall assist program Social Workers with providing transportation, support services and other related services in homes, schools, clinics, job sites and other locations within the Karuk Tribe's community service areas of Yreka, Happy Camp and Orleans.
15. Shall be available for local and out of area travel as required for job related training.
16. Shall attend all required meetings and functions as requested.
17. Shall be polite and maintain priority system in accepting other 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. Demonstrated the ability to understand and follow oral and written instructions.
5. Displays the skill and depth of job knowledge in assessing problem situation and formulation plans for service.

Requirements:

1. Must possess an AA in Social Work, or one-year experience in case management.
2. Must demonstrate ability to work with case management systems and data entry.
3. Must have documented word processing and computer usage experience.
4. Must have the ability to communicate effectively in both oral and written form.
5. Must provide documentation on immunity to measles and rubella or become vaccinated with the recommended vaccines and Hepatitis B vaccine. Must have an annual health exam and a Flu Immunization and a COVID-19 Vaccination or exemption as required.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's

insurance carrier.

7. Must adhere to confidentiality and HIPAA policies.
8. Must successfully pass a drug screening test.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act (background check and finger printing). 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.

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 for the United States Armed Forces with honorable and under honorable conditions.

Review Committee Approved: October 26, 2022

Employee's Signature: _____