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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 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

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## Vacancy Announcement

**Title:** Assistant Manager/Child Advocate

**Reports To:** Administrator or Designee

**Location:** Based in Yreka or Happy Camp, CA

**Assigned  
Work Location:** To be determined at time of hire

**Salary:** \$23.00 - \$29.00 per hour/ DOE

**Classification:** Full-Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** This position will interact with Tribal, Federal, and State justice systems, and will provide eligible victims of crime early intervention, crisis & aftercare services. In addition, the position will assist in planning outreach and educational events.

**Application Deadline: January 20, 2025 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Assistant Manager/Child Advocate

**Reports To:** Administrator or Designee

**Location:** Based in Yreka or Happy Camp, CA

**Assigned**

**Work Location:** To be determined at time of hire

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**Classification:** Full-Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** This position will interact with Tribal, Federal, and State justice systems, and will provide eligible victims of crime early intervention, crisis & aftercare services. In addition, the position will assist in planning outreach and educational events.

**Responsibilities:**

1. Assists Administrator and/or Designee in the day-to-day oversight of staff including supervising staff and training new advocates & interns.
2. Acts in the capacity of a child victim advocate and liaison to coordinate assistance between Tribal, Federal, State and County Programs/Agencies & Non-Profit Organizations.
3. Conducts assessment of victims' needs for service.
4. Makes appropriate referrals to relevant programs or agencies.
5. Assists victims and/or their caretakers in the completion of applications and other paperwork needed to obtain services.
6. Assists victims and/or their caretakers with safety planning (plan guided by victim perspectives, risks, and life circumstances to make victims safer)
7. Accompanies victims(s) to tribal court or relevant state court appearances.
8. Provides eligible victims' transportation services to appropriate support services including but not limited to: Therapy and counseling appointments, medical visits, court and legal engagements, social services tasks, cultural events, educational and vocational programs, and other necessary supportive services.
9. Maintains record keeping system, data, timesheets, scheduling, and related paperwork assigned by Administrator or Designee. Ensures sensitivity and confidentiality.

10. Assists the Administrator or Designee in meeting grant requirements, reporting and data collection as assigned.
11. Assists Administrator or Designee in planning and executing program outreach and/educational events.
12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings and functions.
14. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Has 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. Has the ability to manage time well and work under stressful conditions with an even temperament.
4. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Has the ability to understand and follow oral and written instructions.
6. Has the ability to use a variety of computer programs and in particular understand, and when necessary, ability to use software such as Windows 10 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. Equivalent to graduation from high school and three years of full time experience providing customer service in a professional office setting; AND either one (1) of the options listed below: · Completion of twelve (12) semester units of coursework in administration of justice, criminology, psychology, sociology, social welfare, or a closely related social science discipline ; OR three years of experience in para-professional victim services, peer counseling, crisis intervention, social services, health services, or related experience.
2. Must be a self-starter, well organized, and willing to learn and apply new skills.

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 Cardio Pulmonary Resuscitation (CPR)/First Aid or complete both trainings within **60** days of hire.
5. Must have completed the minimum 40 hours Office of Violence Against Crime (OVC) Introductory Advocacy Training from the online Victim Assistance Training (VAT) training site or complete within 30 days of hire.
6. Must have ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policymakers.
7. Must adhere to Tribe's and Program's confidentiality policy.
8. Must successfully pass a pre-employment drug screening test.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act (CPFVA). 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.

**Committee Approved:** December 31, 2024

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