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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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## Vacancy Announcement

**Title:** Emergency Services Assistant

**Reports To:** Emergency Manager

**Location:** Yreka, Happy Camp, CA, and Orleans, CA

**Assigned Work Location:** Does Not Qualify

**Salary:** \$20-\$25/hour/DOE

**Supervises:** N/A

**Classification:** Part Time, Non-Exempt, Grant Funded

**Summary:** The Karuk Tribe's Emergency Services Assistant is responsible for the day-to-day coordination of the Tribe's Water Distribution Program serving to secure, deliver, store and ensure that the communities and residents within the Tribe's service areas within Siskiyou and Humboldt Counties (Happy Camp, Orleans, and Yreka CA) are supplied with potable water during times in which the various communities water supplies are deemed undrinkable or when not sufficient to meet the community's needs, this includes, but is not limited to the ordering necessary equipment, pickup and delivery of bottled water, installing and maintaining water dispensing kiosks and purchasing, when directed, equipment necessary to store and repair water dispensing kiosks. Additionally, this position is responsible for assisting in the planning, coordinating and implementing a variety of specialized functions related to emergency response preparedness and public education. Will coordinate and implement the Karuk Tribe's response to emergencies within the service area.

### **Application Deadline: April 1, 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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

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**Reports To:** Emergency Manager

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### Responsibilities:

1. Assists with and manages the day-to-day operation of the Tribe's Emergency Water Distribution including the ordering, storage, pickup and delivery of potable water, or bottled water to designated locations within the communities of Happy Camp CA, Orleans CA, and Yreka CA in addition to designated homes and businesses.
2. Completes monthly delivery reports and Quarterly progress reports to the California State Water Resources as stipulated by an agreement.
3. Ensures compliance with the State of California and Karuk Tribes policies and procedures.

4. Develops and ensures compliance with water distribution schedule.
5. Monitors and assists with water distribution in the absence of the Emergency Manager.
6. Installs, maintains and secures water dispensing kiosks; requests assistance to ensure proper working order; Sets up, stocks and tears down water distribution centers (locations).
7. Assists with the acquisition of equipment to ensure proper delivery, distribution and storage of water.
8. Assists in the development of the Karuk Tribe's Office of Emergency Services Program to become a more comprehensive standalone department.
9. Reports all shortages, damage or high usage of the water dispensing kiosks to the Emergency Manager or his/her designee.
10. Tracks distribution levels and ensures proper supplies are on hands.
11. Responds to emergency water shortages as directed.
12. Prepares reports as required.
13. Available for local and out of the area travel as required for job related training and delivery.
14. Attends all required meetings and functions as required.
15. Is polite and maintain a priority system in accepting other job duties as assigned.
16. Performs other 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. Demonstrates the ability to be a team leader and ability to set priorities and follow up on projects.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public and able to respond to stressful, negative interactions with high levels of tact.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Be in good physical condition and have the ability to lift. Employee should prioritize safe lifting practices and requires ability to lift objects up to 50 pounds. Key safe lifting techniques include:
  - Keeping the load close to your body.
  - Maintaining good posture and lifting slowly
  - Using a wide base of support and bending at the hips and knees (rather than the back).

**Requirements:**

1. High School Diploma or GED, preferred.
2. Knowledge of Karuk Tribe Housing Authority Communities and area roads & highways.
3. Must have excellent written and verbal communications skills.
4. Must be self-motivated and able to work with minimal supervision.
5. Must have First Aid and CPR certification.
6. Must be able to maintain emotional stability and presence of mind during periods of intense heat or area disasters (I.e., fires, rockslides, etc.).
7. Must possess working knowledge of Global Positioning System (GPS), coordinates and when not available, ability to read maps.
8. Working knowledge of Microsoft Office (Word, Excel, Publisher, PowerPoint and Outlook).
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to all Tribal Policies, confidentiality, food handling and, if applicable, the Health Insurance Portability and Accountability Act (HIPAA).
11. Must be willing to adjust work hours to meet operational demands when required.
12. 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.

**Committee Approved:** March 12, 2025

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