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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:** Certified Substance Abuse Counselor II

**Reports To:** Substance Use Disorder Program Manager or Designee

**Location:** Yreka, CA

**Assignment/**

**Duty Station:** Yreka, CA

**Salary:** \$22-33 Hour DOE

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

**Summary:** The mission of the Karuk Tribe's Substance Abuse Program is *"to provide culturally sensitive services to Native Americans and their families as well as other people living in the communities we serve."* The Certified Substance Abuse Counselor is responsible for providing a full range of drug/alcohol treatment, prevention, and aftercare recovery services for clients and their families as needed.

### **Application Deadline: Open Until Filled**

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. 7034 or 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Able to use clinical assessment tools including but not limited to Addiction Severity Index (ASI), American Society of Addiction Medicine (ASAM), and Substance Abuse Subtle Screening Inventory (SASSI).
2. Writes appropriate treatment plans that are congruent with assessments.
3. Ability to diagnose according to Diagnostic and Statistical Manual (DSM V) drug/alcohol criteria.
4. Maintain necessary certification(s) to facilitate domestic violence batterers groups.
5. Provides individual, family, and facilitating group counseling.
6. Prepares clear, concise, and comprehensive caseload records and makes sound recommendations on the basis of such information as well as organizes and manages a caseload.
7. Provides advocacy services on behalf of the client to obtain needed services, retains personal objectivity, and delivers crisis intervention services as needed.
8. Coordinates prevention activities for individuals, families, and youth. Develops and maintains cooperative, constructive relationships with Tribal clients, their families, and members of other professional disciplines, social agencies, and the Karuk Tribal Health Program.
9. Provides referrals to appropriate community services.

10. Allows for and provides access to alternative drug/alcohol treatment programs and resources such as traditional practices etc.
11. Must be willing to travel in the service area to provide substance abuse services.
12. Makes themselves available for local and out-of-the-area travel as required for job-related training. Shall attend all required meetings and functions.
13. Must be polite and maintain a priority system in accepting other job-related duties as assigned

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the 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 demonstrated ability to understand and follow oral and written instructions from your supervisor through email, communications or meetings.
5. If applicable, must be in recovery and have two years of documented time clean and sober.

**Requirements:**

1. Must have completed a Chemical Dependency Studies Program. Must possess a current Certified Drug Addiction Counselor (CDAC) Certification (Level, I, II,III) be a Licensed Alcohol and Drug Abuse Counselor (LADAC) with the California Consortium of Addiction Programs and Professionals (CCAPP) classification.
2. Possess an Associate's Degree (AA or AS) in social work, counseling, sociology, human services, psychology, nursing, or related field and/or 3 years minimum experience working in the substance abuse treatment field.
- 3.
4. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
5. Must adhere to CCAPP standards and code of ethics.
6. Must adhere to the rules of confidentiality as detailed in 42 CFR and Health Information Portability and Accountability Act (HIPAA) and the Karuk Tribe's policies, ordinances and procedures.
7. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

8. Must have a positive attitude and be able to deal with stressful and unpleasant situations without losing composure. Must provide proper documentation of immunity/immunizations (measles, rubella, Hepatitis (HEP)- B, Coronavirus Disease (COVID-19) or become vaccinated. Annual Influenza Immunization & Tuberculosis (TB) testing is required per the Centers for Disease Control (CDC) guidelines. Exemptions will be reviewed as necessary.
9. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation (FBI). Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State, or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.
10. Must successfully pass a pre-employment drug and alcohol screening test.

**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: August 14, 2024**

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