
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
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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
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Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

- Title:** Yáan'iiftihansa Thaanêen Program Youth Support Champion
- Reports to:** Yáan'iiftihansa Thaanêen Program Director (Karuk Youth Mentorship Project Director)
- Location:** Yreka or Happy Camp, CA
- Assigned
Work Location: Yreka, CA
- Classification:** Full Time, Regular, Non-Exempt
- Salary:** \$24.00 - \$28.00 per hour, DOE. Grant funded (5 years).

Summary: The Yáan'iiftihansa Thaanêen Program Youth Support Champion will be based on a school campus and in regional mentorship spaces primarily working with tribal students based either in Orleans, Happy Camp, Fort Jones, or Yreka, CA. The position is designed to take on a variety of tasks in support of the Karuk Tribe's Behavioral Health, Educational Agencies, and community resource programs while targeting specific and customized assistance to tribal students. Grant objectives hence program objectives include but are not limited to developing community meetings, implementing peer-based mentor-ship, engaging with cultural practitioners to coordinate cultural programming, assisting with Karuk Youth Council and Karuk Youth Leadership, providing mentor-ship to tribal and non-tribal youth, and data collection.

Application Deadline: October 30, 2024 by 5:00 PM

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. 2038, Fax: (855) 437-7888, Email: humanresources@karuk.us

Job Description

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Responsibilities:

1. Serves as a liaison between the Karuk Education Department, Karuk Behavioral Health, and local schools. Maintains working relationships with students, school staff and administrators, counselors, and community organizers.
2. Assesses the needs of the students served, and works with school administrators, counselors, and teachers to determine the best method of providing services.
3. Assists in organizing Karuk Youth Leadership (KYL) meetings at least once a month to develop mentorship skills with Karuk youth.
4. Completes Individualized Action Plans (IAPs) in order to develop attainable goals for youth mentors to increase their educational engagement and community connectedness.
5. Analyzes and maintains confidential records of student performance and on student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
6. Participates in team reviews concerning progress for students who are struggling or need services. Directs for services.
7. Provides small group instruction and mentorship. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of each student to ensure success.
8. Advocates for modified instructional plans and materials to meet the needs of all students.
9. Maintains appropriate records and follow required procedures and practices. Administers informal and formal assessments. Evaluates and assesses student progress against instructional objectives.
10. Empowers students to effectively self-advocate.

11. Assists with coordinating and delivering culturally suitable materials, services, and training opportunities for students.
12. Assists the Yáan'íiftihansa Thraneen Program Director (Karuk Youth Mentorship Project Director) with implementing program events in conjunction with other outreach programs and/or Tribal Departments.
13. Attends pre-approved local and out-of-state area travel as required for job-related training and development.
14. Attends all required meetings including; Education Committee Meetings and functions.
15. Other job duties as assigned.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to use trauma-informed and research-based intervention methods in times of crisis with youth.
3. Has the ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.
4. Has the ability to establish and maintain harmonious working relationships with prospective education participants, other employees, and the public.
5. Has the ability to manage time well and work under stressful conditions with an even temperament.
6. Has the ability to understand and follow oral and written instructions.
7. Able to connect with youth and have respect for youth culture.
8. Able to motivate learning in an educational setting; ability to maintain confidentiality.

Requirements:

1. An Associate' degree (AA/AS) from an accredited college, OR High School Diploma with three years of professional work history, working with students OR equivalent combination of successful higher education experience and work history.
2. Demonstrated ability to understand Native American perspectives, culture and establish excellent rapport with Native American students.
3. Demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
4. Completed mandated reporter training, trauma-informed intervention training, and CPR/First Aid or be willing to complete all training within 90 days of hire.
5. Experience with trauma-informed interventions using research-based methodology in reading and/or math.
6. Excellent organizational skills; and ability to work independently.
7. Ability to build relationships with students, and families and build partnerships with tribal departments, school entities, and communities being served.
8. Excellent computer skills including working knowledge of Microsoft Office Suite (Word, Excel, etc.); previous experience with online, video conferencing, and other technology-mediated instructional methods.
9. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.
10. Must adhere to the Tribe's confidentiality policy; Ensures compliance with the Health Information Privacy and Accountability Act (HIPAA) and the Karuk Confidentiality Policy.

11. Must have a valid Driver's License and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug-screening test, criminal background check, and fingerprinting.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal and Indian Preference will be observed in hiring.

Veterans Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: October 3, 2024

Employee's Signature: _____