
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

Vacancy Announcement

Title: Child Welfare Services (CWS) Program Services Coordinator

Reports To: Child Welfare Services Lead Social Worker

Location: Yreka, Happy Camp, and/or Orleans, CA

Assigned Work Location: Determined at time of hire (Yreka or Happy Camp)

Salary: \$23 - \$27/hr./DOE

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

Summary: Under the supervision of the Lead Social Worker, the Program Services Coordinator will assist CWS staff in coordinating services for clients between programs, including scheduling and transporting clients. The Program Services Coordinator will also conduct recruitment, home study, client background checks, training, and retention activities to identify, approve and maintain tribally-approved homes for the placement of tribal children and youth in foster care. The Program Services Coordinator will ensure all paperwork and records necessary for the administration of the program are completed, maintained and grant reports are compiled and submitted timely.

Application Deadline: April 15, 2025 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 Resource Director, Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Under the supervision of the Lead Social Worker, assists in providing 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.
2. Works with our Tribal families mindfully, with a decolonized approach and trauma informed care; understanding poverty effects on families; understanding historical trauma, institutional racism, and oppression of Indigenous people within colonized western social, justice, and education systems.
3. Conducts recruitment activities to recruit caregivers including attendance at community and other events.
4. Conducts family finding activities to locate potential placements for tribal member children in need of foster care placement.
5. Distributes, receives, and reviews applications of prospective caregivers to provide foster homes for tribal member children in need of placement.
6. Receives and reviews criminal records of applying caregivers for the purpose of approving foster homes.
7. Conducts home studies to approve caregivers for foster home placements.
8. Maintains paper and electronic files for applying and approved caregivers of foster home placements.

POSITION DESCRIPTION

9. Monitors and supports caregivers for foster home placements.
10. Creates and conducts caregiver support group and recognition opportunities.
11. Assists foster parents in the completion of initial and ongoing training requirements.
12. Completes required paperwork to confirm the approval of homes to county and state agencies.
13. Develops and maintains effective professional working relationships with staff, other departments, various social service agencies and community partners to ensure effective delivery of services.
14. Attends trainings designed to further understanding of Tribal Child Welfare process.
15. Maintains confidential information in accordance with Tribal, Federal, State and program standards.
16. Conducts themselves professionally on and off the job including social media, cell phone/text etiquette, emails, and other forms of communication.
17. Performs other related duties as assigned.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction.
3. Ability to work well under stressful conditions with an even temperament.
4. Ability to plan, organize and implement outreach programs that optimize participation, including those activities that involve volunteers.
5. Ability to establish and maintain harmonious working relationship with community members, other employees and the public.
6. Must have strong interpersonal skills, using discretion, empathy, humility and common sense.
7. Knowledge of the Indian Child Welfare Act (ICWA) and Title IV-E as it pertains to tribes.
8. Possess excellent oral and written communication skills.
9. Knowledge of the principles and practices with interviewing and documenting child welfare and foster home certification.
10. Knowledge of current developments in the field of Child Welfare and understanding of child welfare programs on the Tribal, Federal, State, and local level.
11. Knowledge of signs, stages and dynamics of abuse and the effects of abuse on child development and behavior.
12. Knowledge of laws, rules and regulations governing the operation of child welfare systems and the role and responsibilities of the program services coordinator.
13. Proficient in the operation of a personal computer, electronic data systems and other office equipment and related software.

Requirements:

POSITION DESCRIPTION

1. Bachelor's degree in social work or social/human services or other behavioral science, preferred. Minimum requirement is AA/AS degree in Social Work or social/human services or other behavioral science with two years of related experience required.
2. Must have a pre-employment and annual health examination.
3. Must successfully pass a pre-employment drug screening test.
4. Must adhere to an investigation of character as required by the *Indian Child Protection and Family Violence Prevention Act*. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) 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 offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.
5. Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.
6. Must adhere to confidentiality including Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2, Confidentiality of Substance Use Disorder Patient Records.
7. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B and test annually for Tuberculosis (TB).
8. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
9. All applicants will acknowledge and abide by all Karuk Tribe personnel and other policies and procedures.
10. Valid California Driver's license and insurability under the Tribe's Motor Vehicle Policy during term of employment.
11. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
12. **Language Skills:** Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.
13. **Reasoning Ability:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
14. **Physical Abilities:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

POSITION DESCRIPTION

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 24, 2025

Employee's Signature: _____ **Date:** _____