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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

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

**Title:** Child Welfare Social Worker

**Reports to:** Child and Family Services Program Director or Designee

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

**Assigned Work Location:** Yreka, Happy Camp, or Orleans Karuk Child Welfare Service Office

**Salary:** \$25.00 - \$32.00 / hr

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

**Summary:** The Karuk Child and Family Services Program provides counseling and assistance to Tribal members in order to promote stability and a safe environment for Tribal children and their natural families. The Program also aids in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Indian Child Welfare Act (ICWA). Case management, counseling, and assistance to court dependents are also provided. The Social Worker will manage a reasonable assigned Child and Family Services ICWA caseload, will take incoming reports of alleged child and/or adult abuse/neglect; elicit information in the capacity of a mandated reporter, develop and implement service plans; provide case management services; manage an active caseload of Tribal children in out of home placements and/or in Tribal Foster Family Agency (FFA) to ensure appropriate placements and the health and safety of Tribal children. The Social Worker will coordinate and work closely with County agencies such as Child Protective Services, Mental Health, Behavioral Health, Domestic Violence and Law Enforcement, provide information concerning available services and will reassess the County and/or Tribal Service Plan to ensure both the family members, the county and/or Tribal Agency Worker are making progress towards achieving goals of the plan on time.

### **Application Deadline: December 11, 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, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

|                                |                                                                  |
|--------------------------------|------------------------------------------------------------------|
| <b>Title:</b>                  | Child Welfare Social Worker                                      |
| <b>Reports To:</b>             | Child and Family Services Program Director or Designee           |
| <b>Location:</b>               | Yreka, Happy Camp, and/or Orleans                                |
| <b>Assigned Work Location:</b> | Yreka, Happy Camp, or Orleans Karuk Child Welfare Service Office |
| <b>Salary:</b>                 | \$25.00 - \$32.00 / hr                                           |
| <b>Classification:</b>         | Full Time, Regular, Non-Exempt                                   |

**Summary:** The Karuk Child and Family Services Program provides counseling and assistance to Tribal members in order to promote stability and a safe environment for Tribal children and their natural families. The Program also aids in identifying, certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Indian Child Welfare Act (ICWA). Case management, counseling, and assistance to court dependents are also provided. The Social Worker will manage a reasonable assigned Child and Family Services ICWA caseload, will take incoming reports of alleged child and/or adult abuse/neglect; elicit information in the capacity of a mandated reporter, develop and implement service plans; provide case management services; manage an active caseload of Tribal children in out of home placements and/or in Tribal Foster Family Agency (FFA) to ensure appropriate placements and the health and safety of Tribal children. The Social Worker will coordinate and work closely with County agencies such as Child Protective Services, Mental Health, Behavioral Health, Domestic Violence and Law Enforcement, provide information concerning available services and will reassess the County and/or Tribal Service Plan to ensure both the family members, the county and/or Tribal Agency Worker are making progress towards achieving goals of the plan on time.

### **Responsibilities:**

1. Determines client's social service needs and develop and carry out comprehensive social service plans.
2. Refers clients to other staff members as necessary; diagnose special client problems, develop and follow through on special client treatment plans.
3. Manages an active caseload of foster/adopt children in Karuk Child Welfare Program.
4. Assists clients with the utilization of community resources; interprets rules and regulations and policies for the clients pertaining to Human Services.

5. Makes necessary home visits to carry out casework assignments.
6. Develops and maintains case records and documentation.
7. Provides Director with necessary reports as needed.
8. Provides community outreach and classes such as, but not limited to, parenting.
9. Writes reports (social services, home studies, reunification, family maintenance, status review, and recommendations) to be submitted to Tribal and State Courts.
10. Attends all Tribal and State Court Hearings on behalf of the Karuk Tribe.
11. Reports on case assignments and provides updates to the ICWA Committee.
12. Drafts Tribal Resolutions for ICWA cases.
13. Routinely provides social services, and other related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
14. Adheres to Tribe's and Program's confidentiality and personnel policies.
15. Is available for local and out of the area travel as required for job related training and various activities.
16. Attends all required meetings, trainings and functions.
17. Be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Child Welfare Services/Case Management System, Windows 10, and MS Office Suite applications.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

## Requirements:

### 1. Experience and Education:

- a. Must possess a Bachelor's degree (BA/BS) in Social Work, Administration of Justice, Psychology, Sociology or related field and one-year work experience in public, tribal, child and family services agency, or related field. OR;
  - b. Have completed core Child Welfare pre-service curriculum from an accredited university and have two years of experience working in the field of Child Welfare, or related field
2. Must have documented word processing and computer usage experience.
  3. Must have the ability to communicate effectively in both oral and written form.
  4. Must have demonstrated ability to work with the local Indian community as well as legal and social service agencies.
  5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
  6. Must adhere to confidentiality and HIPAA policies.
  7. Must successfully pass a pre-employment drug screening test.
  8. Must adhere to an investigation of character and local agency criminal record check, DOJ check, FBI finger printing and background check as required by the Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.
  9. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB. Must get an annual flu vaccine.
  10. Must be a self-starter, well organized, and willing to learn new skills in a dynamic and changing environment.

**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:** \_\_\_\_\_ Date: \_\_\_\_11.25-2025\_\_\_\_

**Employee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_