

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

Vacancy Announcement

Title:	Child Welfare Services Administrative Assistant
Reports To:	Child Welfare Services Operations Administrator
Location:	Yreka and/or Happy Camp
Assigned Work Location:	Yreka and/or Happy Camp
Salary:	\$21.00 – \$25.00 per hour DOE
Classification:	Full- Time, Regular, Non-Exempt, Non-Entry
Summary:	This position supports Child Welfare Service's (CWS) executive as well as staff in administrative type functions. Manages a wide variety of situations and conflicts involving the clerical and administrative functions of the office. Answers questions regarding CWS's general operations when the Operations Administrator delegates authority. Responsible for managing confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Prepares packets for Indian Child Welfare Act (ICWA) Board meetings. Relies on experience and judgment to plan and accomplish goals. Identifies solutions or concepts that will streamline work and identifies incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

Application Deadline: February 12, 2026 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 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 or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 7034 or ext. 2043, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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Responsibilities:

1. Maintains Community Resource Guide and coordinates assistance between Tribal and County programs or non-profit agencies.
2. Coordinates internal and external Executive calendars (schedule, reschedule, and cancel) obligations. Provides daily appointment schedules to Karuk Child Welfare System (KCWS) Operations Administrator.
3. Assists Operations Administrator in the improvement of processes and policies in support of organizational goals.
4. Takes on special projects as directed by KCWS Operations Administrator.
5. In conjunction with the Operations Administrator, assists in the preparation and administration of operational budgets, invoice payments, paying bills, processing support services, lease payments, provider contracts, business machines leasing and maintenance agreements, and preparing data for program and fiscal reports.
6. Answers the telephone and route call(s), records and takes messages as appropriate. Competently and timely sorts incoming mail and messages and process outgoing mail.
7. Provides office support typing, filing, copying etc.

8. Maintains the confidentiality, security, and physical safety of office records (including health, human resources etc.) at all times.
9. Makes enrollment inquiries, and directs results to the appropriate workers.
10. Provides support on matters relating to the Executive's chief obligations and mandates (i.e. assist Operations Administrator, and staff in the improvement of processes and policies in support of organizational goals).
11. Adheres to Tribe's and Program's confidentiality and personnel policies.
12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings, trainings and functions.
14. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Previous experience working with a C-level executive highly desirable.
2. Must have a neat and tidy appearance.
3. Has self-starter attitude and ability to think and act proactively.
4. Able to work independently as well as in a team focused environment.
5. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
6. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
10. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must have Associates (AA/AS) degree, or its equivalent based on education and experience; 2 years of experience for each year of schooling, or 2 years of experience in administration at an administrative level.
2. Must have outstanding organization skills.
3. Exhibits excellent verbal and written skills.
4. Must have excellent working knowledge of the Microsoft Office suite.
5. Demonstrated ability as a problem solver.
6. Must possess excellent telephone skills and make a positive first impression on guests, patients, vendors etc.
7. Must adhere to the confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.

8. Must become certified and remain current in infant, child, and adult Cardio Pulmonary Resuscitation (CPR) and First Aid.
9. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B and Influenza. Must test annually for Tuberculosis (TB).
10. Must be a self-starter, well organized, and willing to learn new skills.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug screening test.
13. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). 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 offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: January 28, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25