
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: Youth Support Specialist
Reports to: Education Director
Location: Yreka, CA
Assigned Work Location: 477 Office, Yreka, CA
Salary: \$30.00 - \$34.00 DOE
Classification: Full Time, Regular, Non-Exempt (hourly)

Summary: The Youth Support Specialist advocates for tribal youth by coordinating and providing access to educational, cultural, and supportive resources that promote student success and engagement. The position works in collaboration with school staff, families, and community partners to identify student needs and help develop appropriate support plans, with a primary focus on connecting youth to services rather than providing direct instruction. Key responsibilities include overseeing and supporting cultural programming, such as assisting with graduation stoles and cultural necklaces, coordinating youth leadership activities, and managing the tutoring program. The position supports students in grades K–12, maintains accurate student records, completes required data entry within the 477-project system, and monitors participation in programs and services. Through advocacy, coordination, and culturally grounded supports, the Youth Support Specialist helps ensure tribal youth have access to the resources they need to thrive academically and culturally.

Application Deadline: OPEN UNTIL FILLED

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; Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

Title: Youth Support Specialist
Reports To: Education Director
Location: Yreka, CA
Assigned Work Location: 477 Office, 1515 South Oregon St. Yreka
Salary: \$30.00-\$34.00 DOE
Classification: Full Time, Regular, Non-Exempt (hourly)

Summary: The Youth Support Specialist advocates for tribal youth by coordinating and providing access to educational, cultural, and supportive resources that promote student success and engagement. The position works in collaboration with school staff, families, and community partners to identify student needs and help develop appropriate support plans, with a primary focus on connecting youth to services rather than providing direct instruction. Key responsibilities include overseeing and supporting cultural programming, such as assisting with graduation stoles and cultural necklaces, coordinating youth leadership activities, and managing the tutoring program. The position supports students in grades K–12, maintains accurate student records, completes required data entry within the 477-project system, and monitors participation in programs and services. Through advocacy, coordination, and culturally grounded supports, the Youth Support Specialist helps ensure tribal youth have access to the resources they need to thrive academically and culturally.

Responsibilities:

1. Acts as a liaison between the Karuk Education Department and local schools.
2. Maintains a working relationship with students, school staff, and administrator and community organizers.
3. Assesses the needs of the students served and works with school administrators, counselors, and teachers to determine the best method of providing services.
4. Analyzes and maintains confidential records of student performance and on student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
5. Participates in team reviews concerning academic progress for students who are struggling or need services.
6. Assists with coordinating and delivering culturally suitable materials, services, and training opportunities for students.
7. Assists the Education Director with implementing programs and events in conjunction with other outreach programs and/or Tribal Departments.
8. Assists the Yáan'íifihansa Thaanéen Youth Support Champion in planning and implementing Karuk Youth Leadership meetings.
9. Oversees the tutoring program and works with the Karuk Youth Mentorship Director to coordinate a tutoring schedule out of the youth Mentorship House in Happy Camp.
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.
- 14.

Commented [EH1]: How does this range compare to other positions in the Education Department, Head Start or the 477 program and their comparative duties?

Qualifications:

1. Ability to connect with youth and have respect for youth culture.
2. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Commented [TLD2]: This is unnecessary as it is in the boiler plate language. All boiler language changes were rejected. This language is on all KT JD with no changes.

Requirements:

1. Experience and/or Education:
 - a. An Associates’ degree from an accredited college; or
 - b. High School Diploma with one year of related experience with youth; or
 - c. An equivalent combination of a successful higher education and related experience.
Equivalencies based on a 1:1 ratio, 1years of experience equals 1 years of education.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 90 days of hire.
4. Ability to build relationships with students, families and, build partnerships tribal departments, school entities and communities being served.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test.
8. 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.

Commented [TLD3]: I based this edit on DNR layout as they are the main department that does this breakdown of multiple equivalent experience/education. I recommend mirroring that if that is your dept stance.

Commented [TLD4]: Recommend putting in what the equivalent ratio, IE is it one year of work history for one year of school or vice versa? Expand.

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: _____

Employee Signature: _____

Date: _____