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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 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

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## Vacancy Announcement

**Title:** Child Welfare Services Social Worker Assistant

**Reports To:** Lead Social Worker, or Designee

**Location:** Happy Camp, CA/ Orleans, CA

**Assigned Work Location:** Happy Camp, CA/ Orleans, CA

**Salary:** \$21.00 - \$25.00 per hour/ DOE

**Classification:** Full-time, Regular, Non-Exempt, Entry Level

**Summary:** The Child Welfare Services (CWS) Program offers access to support services such as: voluntary and/or court ordered family preservation; reunification and short-term family maintenance to ensure child safety in the home and strengthen the family; relevant services for children/youth for whom a safe return home is not possible; assistance in identifying, certifying, and supporting Tribal Foster Homes (TAHs) in accordance with guidelines established by the Karuk Tribe; monitoring eligible Indian Child Welfare Act (ICWA) state court cases and case management, preparation of court reports and appearances in Tribal Court. The Social Worker Assistant will work closely with the program Social Workers to assist in providing the services listed above.

### **Application Deadline: Open Until Filled**

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 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](http://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](mailto:humanresources@karuk.us)

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### POSITION DESCRIPTION

**Title:** Child Welfare Services Social Worker Assistant

**Reports To:** Lead Social Worker, or Designee

**Location:** Yreka, CA /Happy Camp, CA/ Orleans, CA

**Assigned Work Location:** Yreka, CA /Happy Camp, CA/ Orleans, CA

**Salary:** \$21.00 - \$25.00 per hour/ DOE

**Classification:** Full-time, Regular, Non-Exempt, Entry Level

**Summary:** The Child Welfare Services (CWS) Program offers access to support services such as: voluntary and/or court ordered family preservation; reunification and short-term family maintenance to ensure child safety in the home and strengthen the family; relevant services for children/youth for whom a safe return home is not possible; assistance in identifying, certifying, and supporting Tribal Foster Homes (TAHs) in accordance with guidelines established by the Karuk Tribe; monitoring eligible Indian Child Welfare Act (ICWA) state court cases and case management, preparation of court reports and appearances in Tribal Court. The Social Worker Assistant will work closely with the program Social Workers to assist in providing the services listed above.

#### Responsibilities:

1. Works under the direction of Child Welfare Social Worker(s), assigned by the Lead Social Worker, on given cases in administering services and using agency or community resources.
2. Answers the telephone; provide initial screening, and routes calls and referrals to appropriate staff or agency secondary to Administrative Assistant.
3. Responsible for entering new client records and case related data in the Child Welfare Service/Case Management System (CWS/CMS) and Child Welfare Services – California Automated Response and Engagement System (CWS-CARES).
4. Assists program Social Workers in implementation of appropriate service plans for clients which fall within the aide's scope of practice.
5. Assists program Social Worker in providing support services for Tribal Specified /Certified Homes.
6. Assists clients with the utilization of community resources; interpret rules and regulations and policies for the client pertaining to resources being sought.
7. Accompanies program Social Workers when making necessary home visits to carry out case management assignments.

8. Maintains /file case records and court documentation in the central database and in hard files.
9. Provides program Social Workers with necessary reports as required or requested.
10. Provides and/or arranges for community outreach and set up for classes such as but not limited to parenting, domestic violence prevention, personal finance management, etc.
11. Attends in-services and other training courses designated to further understanding of Tribal Child Welfare process and/or case management.
12. Prepares memo or letters, processes mail, and runs errands for program Social Workers.
13. Assists program Social Workers with providing transportation, support services and other related services in homes, schools, clinics, job sites and other locations within the Karuk Tribe's community service areas of Yreka, Happy Camp, and Orleans.
14. Adheres to Tribe's and Program's confidentiality and personnel policies.
15. Be 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. Displays the skill and depth of job knowledge in assessing problem situation and formulation plans for service.
2. Knowledge of and the ability to maintain confidentiality with Health Insurance Portability and Accountability Act (HIPAA) and other tribal policies and procedures.
3. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to understand and follow oral and written instructions.
7. 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.
8. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

**Requirements:**

1. Must possess a H.S. Diploma or GED, and an Associate's Degree (AA/AS) in Social Work or related Social Sciences field; OR
  - a. One-year experience in case management relating to Social Welfare Services; OR
  - b. Any related combination of education and experience totaling (2) years or more, preferably working for a Native employer and families. The Ratio for Experience to Education is 2:1.
2. Must demonstrate ability to work with case management systems and data entry.
3. Must have documented word processing and computer usage experience.
4. Must adhere to confidentiality and HIPAA policies.

5. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine. Must test for Tuberculosis (TB) at time of hire and per CDC guidelines as required. Must have an annual health exam and a Flu or exemption as required.
6. Must be a self-starter, well organized, and willing to learn new skills.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must successfully pass a pre-employment drug screening test.
9. 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:** April 3, 2026

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

Form Approved by Council 11/20/25