
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: Head Start Center Assistant

Reports to: Head Start Teacher, or Designee

Location: Happy Camp, CA or Yreka, CA

Supervises: Head Start Building

Salary: \$17.00 to \$19.00 per hour, DOE

Classification: Full Time, 40 weeks per year, Non-Exempt, Entry Level

Summary: Under the supervision of the Teacher, the Center Assistant will participate and assist the teacher in program related responsibilities and activities including but not limited to participation, guidance, and supervision of children in program related activities in the classroom, on the playground, and field trips. Maintains a safe and sanitary environment for children. Be able to take direction and follow detailed instructions, procedures, and submit required paperwork with accuracy within the allotted timeframe. The Center Assistant is expected to serve as a Mandated Reporter as required by Head Start Performance Standards and recertify training as required.

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

Responsibilities:

1. Assists children with hand washing, meal times, and tooth brushing.
2. Assists the teacher in creating a developmentally appropriate, clean and safe classroom environment to facilitate active learning, self-expression, and discovery.
3. Assists in child observation as required by the teacher.
4. Assists in maintaining accurate daily inspections of the playground, classroom, and facility for health and safety.
5. Provides close supervision, maintains head start ratios to ensure the safety of the children in the classroom, bathroom, playground, and field trips.
6. Cleans and sanitizes the environment daily.
7. Allows for the teacher and teacher assistant's lunches and breaks.
8. Assists the Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assists the driver during emergencies.
9. Reports suspicions of physical, social and emotional abuse or neglect of children to the Teacher, Education Director, and appropriate county or law enforcement agency. Must be willing to recertify each year.
10. Must serve as, complete, and maintain mandated reporter training to Head Start standards.
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. Cultural Competency: Displays some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children, parents, and other staff is purposeful, respectful, and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and is able to adapt to change.
4. Program Support: Supports, cooperates, and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Education Director.
6. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

8. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
9. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must have six (6) units of early childhood education classes or able to complete units within 1 year of employment.
2. Must follow all Head Start Policies and Procedures and follow all Head Start Program Performance Standards.
3. Must have one (1) year experience working with children ages three (3) to five (5).
4. Must be able to demonstrate sound and mature judgment.
5. Must be certified, or able to be certified, in First Aid and Child Cardiopulmonary Resuscitation (CPR) within one month of hire and must have the ability to be recertified as required.
6. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct, Confidentiality Statement, and the Karuk Tribe Personnel Policies.
7. Must complete annual Health Insurance Portability and Accountability Act (HIPAA) training.
8. Must protect tribal resources, equipment, records and property and immediately report suspected misuse, loss, damage or unauthorized removal of property to the Education Director, or designee.
9. Must be available for local and out of area travel as required for job related training, meetings, and other functions as required or as requested.
10. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lb.
11. Must be able to demonstrate sound and mature judgment.
12. Must serve as, complete, and maintain mandated reporter training in compliance with Head Start Performance Standards.
13. Must submit to an initial medical examination and Tuberculosis (TB) test. Must be willing to submit to a periodic rescreen for medical examination and TB tested every two years.
14. Must be willing to submit to fingerprinting rescreen every five years.
15. Must be a self-starter, well organized, and willing to learn new skills.
16. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
17. Must successfully pass a pre-employment drug screening test.
18. 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 contest or guilty plea to any felonious offenses 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; 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.

Head Start Parent Preference: Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

Committee Approved: July 13, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25