
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:	Case Worker
Reports To:	Administrator or Designee
Location:	Happy Camp, and/or Orleans
Assigned Work Location:	Happy Camp Family Service Center
Salary:	\$26.00 - \$35.00 per hour/DOE
Classification:	Part Time (20 hrs.), Non-Exempt, Non-Entry Level, Grant Funded
Summary:	The Caseworker works directly with children, young adults, and families involved with the Tribal Court and/or probation system, as well as individuals who have experienced or witnessed crime. The position provides case management, service referrals, advocacy, and ongoing support to help participants access resources and meet their needs. This role also coordinates with partner agencies, maintains accurate case records, and may assist participants through home visits, school visits, and court-related support.

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 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Updates and maintains Community Resource Guide and coordinates assistance between Tribal, State and County programs or nonprofit agencies.
2. Conducts intake/screening either via phone or in person at early intervention process of request for service and determination of eligibility.
3. Provides support services on behalf of the participant to obtain needed services, and deliver crisis intervention services as needed.
4. Refers participant to service provider(s) for social and developmental services such as victim/offender services, wrap-around services, mental health treatment and/or counseling, education rights assistance, academic assistance, housing assistance, life skills, and vocational/job training.
5. Works closely with referring agencies regarding referral processes, enrollment outcomes and service needs of referred youth. Referring agencies include but are not limited to law enforcement/ police departments, schools, probation department and courts.
6. Makes home and school visitations as needed, and may attend tribal court hearings as support person.
7. Provides access to alternative treatments such as traditional practices.
8. Prepares clear, concise, and comprehensive caseload records and makes sound recommendations on the basis of such information as well as organizes and manages a caseload.
9. Maintains record keeping system, timesheets, scheduling, and related paperwork, and assists in meeting grant requirements, reporting and data collection.

10. Communicates regularly with supervisor, receives orders/tasks and implements assignments/tasks courteously.
11. Assists Administrator or Designee in planning and executing program outreach/educational events.
12. Adheres to Tribe's and Program's confidentiality and personnel policies.
13. Be available for local and out of the area travel as required for job related training and various activities.
14. Attends all required meetings, trainings and functions.
15. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated ability to input data, organize files and manage database software.
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 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.
7. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Bachelor's Degree in Social Work and/or Psychology; AND:
 - a. two years of case management experience in social work and/or juvenile justice or a closely related field; OR
 - b. an equivalent combination of education/experience (1:2).
2. Must complete mandated reporter training and Cardio Pulmonary Resuscitation (CPR)/First Aid within 60 days of hire.
3. Must complete the four sections of Victim Assistance Online Training (45hrs) within 60 days of hire.
4. Must be a self-starter, well organized, and willing to learn new skills.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug screening test.
7. 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 2, 2026 (Council)

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25