
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:	Missing and Murdered Indigenous People's Outreach and Advocacy Coordinator
Reports To:	Chief Executive Officer
Location:	Orleans, CA/ Happy Camp, CA/ or Yreka, CA
Assigned Work Location:	Orleans, CA/ Happy Camp, CA/ or Yreka, CA
Salary:	\$30.00 - \$38.00 per hour/ DOE
Classification:	Full Time, Regular, Non-Exempt, Non-Entry Level
Summary:	The Missing and Murdered Indigenous People's (MMIP) Outreach and Advocacy Coordinator, under the supervision of the Karuk Tribal Chief Executive Officer (CEO) will be responsible for coordinating the development of the Karuk Tribe's project to address the issue of Murdered and Missing Indigenous People (MMIP). This includes coordination with the Karuk community, various Karuk government departments, contracting partners, law enforcement (tribal, federal, and state) and partnering agencies.

Application Deadline: October 8, 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 & 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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POSITION DESCRIPTION

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Responsibilities:

1. Develops relationships with law enforcement agencies on federal, tribal, state, county, and local levels, and serves as the central point of contact between project contracted partners, court personnel, agency and community stakeholders.
2. Provides advocacy with law enforcement, healthcare providers, and social workers on behalf of families affected by or at risk of an MMIP case.
3. Develops and implements culturally appropriate outreach programs and materials within Indigenous communities to raise awareness about the risk and prevention factors.
4. Facilitates community workshops and training sessions on self-defense, safety planning, and reporting mechanisms.
5. Establishes a protocol for the event of a missing person and the activation of the Feather Alert.
6. Utilizes the Yav Pa Anav Forum to ensure tribal administration, all human services, and medical staff remain up-to-date on any new developments, protocols, or policies regarding MMIP cases.
7. Collaborates with tribal human services programs (such as, Family Violence Prevention Services Program (FVPS), Substance Use Disorder/Alcohol or Other Drug Program, (SUD/AOD), behavioral health, housing, and healthcare) to provide support tailored to the unique needs of families affected by or at risk of an MMIP case.
8. Establishes standardized protocols for information-sharing between agencies while respecting tribal sovereignty and Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy laws.

9. Assists in the development and distribution of educational, age, and culturally appropriate materials for schools, the general public and community meetings.
10. Conducts, with the assistance of the supervisor and/or tribal grant writer, acquisition of continued, additional and subsequent funding.
11. Expands the current database to incorporate MMIP cases and documents risk factors associated with MMIP Cases.
12. Conducts, with the assistance of a contracted evaluation consultant, pre- and post-assessments to measure the increase in awareness within the community about the risks and signs of potential violence.
13. Develops and administer surveys or interviews with the assistance of a contracted evaluation consultant, and gathers self-reported data on community members' feelings of empowerment and ability to respond effectively to MMIP incidents.
14. Develops and implements procedures for assessing vulnerability, and prioritizing risk to capture data.
15. Presents at conferences, events, and group sessions on the issue of MMIP.
16. Tracks the amount of funds and resources utilized by families of MMIP and at-risk individuals; assists in fiscal reporting to funder.
17. Is able to manage a caseload and retain personal objectivity while empathetically dealing with the problems of others and delivers crisis interventions as needed.
18. Adheres to Tribe's and Program's confidentiality and personnel policies.
19. Be available for local and out of the area travel as required for job related training and various activities.
20. Attends all required meetings, trainings and functions.
21. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Previous experience working with tribal and/or Native American organizations, preferred.
2. Knowledge of social science methodologies and interpretation, including interviews, surveys, and demographic data collection.
3. Ability to work with all phases of the community in a confidential and non- judgmental manner.
4. Computer literate, including expertise with Microsoft Office Suite (Windows, Microsoft Office, Excel, Power Point) and other common programs.
5. Ability to plan and schedule workload independently and guide others to do so as well.
6. Possess strong organizational and administrative skills and the ability to plan and implement activities and strategies.
7. Ability to communicate effectively with law enforcement, tribal federal, state, county, and local agencies, and community members.
8. Demonstrated commitment to collaborative programming emphasizing whole health wellness.
9. Energetic, forward thinking, and creative with high ethical standards and an appropriate professional image.
10. Recognition that in order to serve Karuk People one must know as much as possible about Karuk history, culture and values or possess the willingness and desire to learn.

11. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
12. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
13. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
14. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must have a High School Diploma or equivalent with three years of full-time experience providing customer service in a professional office setting; AND either:
 - a. Completion of twelve (12) semester units of coursework in administration of justice, criminology, psychology, sociology, social welfare, or a closely related social science discipline; OR
 - b. Three years of experience in para-professional victim services, peer counseling, crisis intervention, social services, health services, or related experience.
2. Must possess a minimum of three years of experience in a managerial capacity, including supervisory experience in Social Science, Research, Project Management, or closely related field.
3. Must possess excellent written and verbal communication skills with the ability to be detail oriented.
4. Experience that indicates the ability to interact effectively with leaders among Native American communities, government agencies, scientific and academic communities, judicial and advocacy organizations, nongovernmental groups and the public at large is required.
5. Must be willing to work modified hours to support grant deliverables, activities or crisis intervention that extend prior to or after normal working hours, including weekends.
6. Must have current Cardio Pulmonary Resuscitation (CPR) certification or the ability to become certified within 30 days of hire.
15. Must be able to sign and follow a professional code of ethics and conduct.
7. Must be willing to submit to periodic fingerprinting rescreen.
8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.
11. 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.

Committee Approved: September 30, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25