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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:** Education Program Coordinator

**Reports To:** TERO Director

**Location:** Happy Camp Administration Office

**Salary:** \$40,000 - \$55,000 per year, depending on experience

**Summary:** The Education Program Coordinator is responsible for administering programs and coordinating activities within the Education Department; e.g., BIA-funded Higher Education (HE) grant programs, tutorial assistance services, community-based cultural and other educational enrichment activities. The Education Program Coordinator provides career planning, disseminates program information and application forms, assists with the completion of application forms, establishes and maintains applicant data bases in a continuously updated system, processes requests for payment of cash assistance, identifies needs for new educational assistance and programs, works collaboratively with other Tribal staff to develop and fund new educational programs, and makes appropriate referrals to other agencies that provide educational assistance and services.

**Classification:** Full Time, Regular, Exempt

### **Job Posting: 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 & 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](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

# Position Description

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**Reports To:** TERO Director

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**Classification:** Full time, Regular, Exempt

## Responsibilities:

1. Conducts interactive telephone and personal interviews and prepares correspondence to elicit eligibility information and identify needs for Tribal educational and related programs.
2. Analyzes financial and other information to determine initial or continuing eligibility for Tribal educational assistance.
3. Maintains current knowledge of regulations, rules and policies governing Tribal educational assistance and explains these regulations, rules and policies to Tribal member applicants, apprising them of their rights, responsibilities and eligibility for program participation.
4. Ensures timely completion, and verifies the accuracy, of educational assistance application forms and supporting documentation; e.g., Tribal membership, enrollment in eligible educational programs, GPA/academic status, verification of financial need and compliance with other program requirements. Resolves discrepancies in data by securing clarifying documentation from applicants, schools and other referring agencies.
5. Provides career counseling and assists with higher education planning and obtaining financial aid for the student.
6. Organizes and maintains Tribal student/applicant participant files, records and documents according to the Tribe's confidentiality policies; updates data bases continuously, and meets internally and externally-imposed deadlines for submission of updated information pursuant to Tribal and outside agency requirements.

7. Collects, analyzes and interprets community educational needs assessment data; prepares interpretive reports to Tribal Council, and other Tribal staff to assist their needs assessment and program planning efforts; identifies needs for new educational assistance, and makes program development recommendations to the Tribal Council.
8. Acts as a liaison between the Tribe, Tribal community, students, schools and public agencies; facilitating education related development. Advocate on behalf of students/families on issues such as special learning needs, attendance, behavior, etc. for school age Tribal Youth.
9. Shall coordinate an annual “career day” with local high schools.
10. Travels as necessary to complete work assignments and participate in supervisor-approved training programs.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
12. Shall coordinate regular or special Education Committee meetings, preparing agenda and packets for meetings as well as distributing appropriate programmatic information to committee members.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environment.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Actively works to advance the Education Program of the Tribe, including grant planning and successfully securing additional funding.

**Requirements:**

1. AA Degree with two years’ experience, equivalent, in educational programs requiring working-level knowledge and skills in interviewing techniques, information gathering, information verification, development and maintenance of computerized data bases, analysis and interpretation of financial and other confidential data, and filing and recordkeeping practices or Bachelor’s Degree.
2. Must have knowledge of rules, regulations, goals and eligibility criteria for Tribal educational assistance, as well as non-Tribal (i.e., county, state and federal) programs to which Tribal members may be referred for additional assistance.

3. Must have demonstrated ability to learn and apply the policies, procedures, rules and regulations governing eligibility for, and participation in, Tribal educational assistance.
4. Must have knowledge of Karuk Tribal customs, heritage and values; experience in Indian Education programs preferred.
5. Must have demonstrated ability to meet internally and externally imposed deadlines and to respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must have demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
8. Must have strong oral and written communication skills; demonstrated ability to use computer data and word processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise and accurate records and reports.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test criminal background check.

**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.

**Council Approved:** Revised September 17, 2009, January 23, 2014, September 2015, December 22, 2015, July 25, 2019

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_