
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 (Internal Posting)

Title: Operations Manager

Reports To: CEO of Health and Human Services

Supervises: Senior Nutrition Program, Health Clinic Managers

Location: Yreka, CA

Salary: \$54,000 - \$75,000 DOE

Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: Under the direction of the CEO- plan, direct and coordinate the operations of the Karuk Tribe Health & Human Services Organization. The operations manager is responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.

Application Deadline: February 11, 2019 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. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

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POSITION DESCRIPTION

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Responsibilities:

1. Coordinate, manage and monitor the workings of various departments in the organization.
2. Review financial statements and data -make recommendations to CEO.
3. In conjunction with the CEO, assist in the preparation and control of operational budgets.
4. Assist CEO in the improvement of processes and policies in support of organizational goals.
5. Formulate and implement departmental and organizational policies and procedures to maximize quality of care.
6. Monitor adherence to rules, regulations and procedures.
7. Assists department staff to maintain OSHA compliance as the Safety Officer, and assigns protocol and procedures as needed to promote a safe working environment.
8. With the HHS Human Resources Coordinator, organize recruitment and placement of required staff. Works with HHS Human Resources Coordinator to plan the use of human resources.
9. Assists the HHS Compliance Manager with accreditation, credentialing and licensing as needed.
10. Supervise and monitor appropriate staff as well as evaluate performance.
11. Facilitate coordination and communication between support functions.
12. Liaison with senior management.
13. Assist in the development of strategic plans for operational activity.
14. Implement and manage operational plans.
15. Assists in the creation of grant proposals.
16. Assist with administration of awarded grants.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament and displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to understand and follow oral and written instructions.
4. Knowledge and experience in organizational effectiveness and operations management.
5. Knowledge of general business and management principles and practices and understanding of Dept. of Human Services principles, practices, and regulatory requirements.
6. Information technology skills.
7. Knowledge of grant administration.
8. Demonstrated ability to work both independently as well as in a team environment and adept at conflict management.

Requirements:

1. Must have a high school diploma or equivalency and a Bachelor's degree in Health or Business Management preferred; or an Associate's degree with 4 years or more of administrative and increasing level of management experience in healthcare.
2. Must have demonstrated ability in critical thinking and problem solving skills.
3. Shall be readily available for local and out of the area travel as required for job related training.
4. Shall consistently attend all required meetings and functions as requested and is courteous in accepting other job duties as assigned.
5. Must promote excellent patient care as the priority. Promotes a healthy and safe working environment that builds moral with staff and administration.
6. Must be highly skilled in planning, organization and follow up.
7. Must be a self-starter with a "can-do" attitude.
8. Must have basic office skills as well as a working knowledge of the Microsoft Office Suite.
9. Must have working knowledge of insurance billing/payment procedures and basic knowledge of medical terminology, and anatomy or physiology.
10. Must have excellent mathematical skills, communication skills- both oral and written and time management skills.
11. Must possess valid driver's license, good driving record, reliable transportation, and be insurable by the Tribe's insurance carrier.
12. Must adhere to confidentiality and HIPAA policies.
13. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination.
14. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a 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: December 8, 2016

Council Revised: December 6, 2018

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____