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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

(Internal Posting)

**Title:** Program Support Services Specialist

**Reports to:** Administrator

**Location:** Yreka

**Salary:** \$14.00 hr.-\$17.75 hr., depending on experience

**Summary:** The Program Support Services Specialist will provide support in a variety of functions including but not limited to; answering phones, taking messages, greeting customers and conducting initial screenings; processing requests for services, performing data collection, typing documents, making copies, faxing. Provide direct support to the Administrator as needed.

**Classification:** Part-Time, Regular, Non-Exempt (20 hrs.-29 hrs. per week.)

**Application Deadline: May 16, 2019 by 5:00 pm**

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 Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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## **POSITION DESCRIPTION**

**(Internal Posting)**

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**Reports To:** Administrator

**Location:** Yreka

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**Summary:** The Program Support Services Specialist will provide support in a variety of functions including but not limited to; answering phones, taking messages, greeting customers and conducting initial screenings; processing requests for services, performing data collection, typing documents, making copies, faxing. Provide direct support to the Administrator as needed.

**Classification:** Part-Time, Regular, Non-Exempt (20 hrs.-29 hrs. per week.)

**Responsibilities:**

1. Shall greet and conduct initial screening of customers in a friendly and helpful manner.
2. Shall receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall log and process incoming and outgoing requests for services.
4. Shall assist Administrator as needed to order program supplies.
5. Shall provide clerical support including but not limited to filing, copying, faxing, scanning, word processing, and data collection.
6. Shall, under direct supervision, prepare program reports for submission to Administrator for monthly Tribal Council Meetings and or Grant Reports.

7. Shall conduct accurate research to gather information on various topics as requested.
8. Shall be cross trained to accurately record minutes at assigned meetings as necessary.
9. Shall be willing to participate in various types of job skills enrichment including but not limited to basic computer skills, software programs, spreadsheets, and administrative support.
10. Shall assist Administrator in planning and executing program outreach/educational events.
11. Shall be available for local and out of the area travel as required for job related training.
12. Shall attend all required meetings and functions as requested.
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 environments.
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. Desired keyboarding speed at or above 45 WPM.

**Requirements:**

1. High School diploma or equivalent, and 3 years' experience working in one or more social services programs such as family services, child services, substance abuse programs or emergency crisis intervention services program.
2. Must possess demonstrated experience in typing, word processing, and other general computer skills.
3. Must have the ability to work well in a fast paced environment with priorities that shift often.

4. Must be a self-starter, well organized, and willing to learn new skills.
5. Must be dependable.
6. Must be able to politely prioritize duties and projects ensuring timely completion of all assigned tasks.
7. Must possess the potential to competently learn and perform all tasks listed in this position description.
8. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug 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: May 9, 2019**

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

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