
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

Vacancy Announcement

(Internal Posting)

Title: Senior Center Supervisor

Reports to: HHS Operations Manager

Location: Happy Camp with frequent travel to Orleans & Yreka

Salary: \$30,000 – \$41,600, depending on experience

Summary: The primary responsibilities of the Senior Center Supervisor are to plan, implement and supervise a center-based senior nutrition and activities program serving elders in the communities of Happy Camp and Orleans. Provide caregiver support to Native American informal caregivers through the Title VI Caregiver Support Grant for Elders within the Karuk Tribal Health Program Service Area.

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

Application Deadline: May 16, 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

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POSITION DESCRIPTION (Internal Posting)

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

Child Sensitive Position: No

Summary: The primary responsibilities of the Senior Center Supervisor are to plan, implement and supervise a center-based senior nutrition and activities program serving elders in the communities of Happy Camp and Orleans. Provide caregiver support to Native American informal caregivers through the Title VI Caregiver Support Grant for Elders within the Karuk Tribal Health Program Service Area.

Responsibilities:

1. Shall plan, implement and supervise a Monday through Friday senior nutrition program that meets Title III and Title VI senior nutrition program requirements; this program will have two locations in the communities of Happy Camp and Orleans. Shall also facilitate the recruitment and selection of a cook for the senior nutrition program and supervise the assigned duties of the cook, including menu planning, purchasing and meal preparation.
2. Shall manage program budgets (Title III and Title VI) and submit required reports to funders on a timely basis. Effectively manages resources and schedules.
3. Shall arrange and or provide home delivery of meals to Elders in the communities of Happy Camp and Orleans.
4. Shall keep updated on services and funding available to both Siskiyou and Humboldt Counties for the community.
5. Shall maintain daily senior center logs and Elder's outreach activity logs; prepare monthly reports of activities; maintain client files.
6. Shall participate in program-directed training opportunities, and pursue an appropriate professional development plan.
7. 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.
8. Shall work closely with the Contracted Dietitian to meet all recommended standards for menu requirements and meal preparation.

9. Other job related 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. Must have ability to initiate and follow through on complex administrative tasks, manage time well, meet deadlines, and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
6. Must have ability to use computer data/word processing programs as professional tools.

Requirements:

1. Must possess high school diploma or equivalent and a minimum of two years experience in Elders services, social services, or community health services that includes at least one years' experience in a program or project that emphasizes nutrition and meal planning related to specialized diets.
2. Must have knowledge of Elders nutritional requirements; ability to follow federal nutrition program guidelines and to plan a senior nutrition program that is compliant with Federal Grant Management Guidelines.
3. Must obtain Food Handler's Management Card within 90 days of employment.
4. Must have ability to plan, organize, direct, coordinate, and report about senior and Elders outreach activities; ability to adhere to an established budget and recommend budget modifications.
5. Must have knowledge and respect for Karuk Tribal traditions and values; heartfelt commitment to health and welfare of Tribal and other Elders.
6. Must have ability to communicate and work effectively in a helping role with Tribal and other community members; ability to motivate and empower them, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
7. Must have commitment to serving Tribal communities; public relations experience desirable.
8. Must obtain CPR/First Aid Certification within 90 days of employment.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and test annually for TB. Annual flu vaccine required.
10. Must successfully pass a drug and alcohol screening test and 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 June 14, 2007, Revised January 10, 2008, May 9, 2019

Chairman's Signature: _____

Employee's Signature: _____