
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

- Title:** Part-Time Executive Assistant - HHS
- Reports to:** Operations Manager
- Location:** Yreka, CA
- Salary:** \$14.00 to \$19.00 per hour, depending on experience
- Summary:** Relieves Health and Human Service executives of administrative type functions. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of Health and Human Services concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Comes up with ideas that will streamline work and identifies incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

Classification: Part-Time, Non Exempt, Non Entry Level

Application Deadline: February 27, 2017

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 HHS Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

Title: Part-Time Executive Assistant - HHS

Reports To: Operations Manager

Locations: Yreka

Salary: \$14.00 to \$19.00 per hour (DOE)

Classification: Part Time, Non-Exempt (not to exceed 29 hours)

Summary: Relieves Health and Human Service executives of administrative type functions. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of Health and Human Services concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Comes up with ideas that will streamline work and identifies incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

Responsibilities:

1. Coordination of internal and external Executive calendars (schedule, reschedule, and cancel) and obligations.
2. Consistently provide daily appointment schedules to HHS executives.
3. Will take on special projects as directed by HHS executives.
4. Should professionally answer the telephone and route call(s), record and take messages as appropriate.
5. Competently and timely sort incoming mail and messages and process outgoing mail.
6. Provides office support typing, filing etc.
7. Shall maintain the confidentiality, security, and physical safety of clinic records (including health, human resources etc.) at all times.
8. Is polite and maintains a priority system in accepting other position related job duties as assigned.
9. Contributes to team effort by accomplishing related results as needed.
10. Provide executive support on matters relating to the executive's obligations and mandates.
11. Performs tasks such as correspondence management, preparing company communications and research.

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.
3. Bachelor's degree preferred.
4. Is available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
5. Previous experience working with a C-level executive highly desirable.
6. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrates the ability to understand and follow oral and written instructions.
8. Must have a neat and tidy appearance.
9. Displays the ability to provide effective and timely research when necessary.

Requirements:

1. Must have Associates degree or 4 years equivalent experience in administration at an executive level.
2. Must have outstanding organization skills.
3. Exhibits excellent verbal and written skills.
4. Must have excellent knowledge of the Microsoft Office suite.
5. Must possess excellent telephone skills and make a positive first impression on guests to the clinic.
6. Must possess valid driver's license, good driving records, and be insurable by the Tribe's insurance carrier.
7. Must adhere to the confidentiality and HIPAA policies.
8. Must become certified and remain current in infant, child, and adult CPR and First Aid.
9. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB and Influenza.

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: November 10, 2016

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

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

