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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
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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:** Recruitment & Retention Specialist

**Reports to:** Health Board

**Location:** Yreka, Happy Camp, Orleans

**Salary:** \$60,000 - \$70,000 DOE

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

**Summary:** Shall oversee the recruitment and retention operations of the Karuk Tribe and provide direct outreach, assisting Supervisors and Managers in successful recruitment techniques. This position shall counsel and provide guidance to Supervisors and Managers on recruiting techniques, analyze retention operations, as well as develop strategies to recruit a diverse workforce meeting the professional needs of the Health & Humans Services Programs. Shall be a strongly motivated person who professionally develops marketing materials, provides a public relations avenue internally and externally, and is a key player in facilitating recruitment and retention of quality employees for the Tribe.

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

## **POSITION DESCRIPTION**

**Title:** Recruitment & Retention Specialist

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**Responsibilities:**

1. Identifies and secures prospects for current and future positions using networking, social media, events, competitive intelligence/research, sourcing tools, employee referrals, diversity, military, and professional outreach.
2. Gather and compile statistics, competitive intelligence, and market data for reporting and decision-making purposes
3. Search Internet job boards, databases, niche sites, and other channels for appropriate candidates. Utilize software as needed for advanced searches and outreach tools.
4. Partners with the Human Resources Directors as well as assigned Directors to develop comprehensive recruitment and sourcing strategies and candidate progress reports, and uses best practice sourcing strategies and techniques. Proactively manages potential candidates and talent pipelines. Successfully negotiates with Human Resources and other Directors as assigned to maintain responsiveness and timeliness, and to ensure adequate scheduling of the search process.
5. Partnering with the Human Resources Directors and other Directors as assigned; shall collaborate to achieve strategies, remove barriers, and simplify experiences for candidates.
6. Shall leverage and align marketing, recruitment and retention activities across the HHS system to promote efficiency, accuracy, and consistent representation of brands.
7. Generate and nurture new recruitment materials, including relationships with colleges, universities and local communities.
8. In conjunction with the Human Resources Department and other Directors as assigned, shall execute full life cycle recruiting including posting, sourcing, phone screening, interviewing,

offers, on boarding and prompt and consistent communication with candidates and managers with the use of the applicant tracking system.

9. Assist with the talent acquisition process and play a critical role in maintaining an exceptional candidate experience during the entire recruitment process within assigned Directors, within Tribal policies and procedures, and include all levels of positions.
10. Routinely generate reports and analysis on candidate tracking and company retention and turnover reports.
11. Execute outbound calls to potential candidates to effectively build a strong pipeline.
12. Create, submit for approval and manage a budget for recruitment and talent acquisition activities.
13. 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.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Shall have strong outreach skills. Demonstrated proficiency with Internet usage for sourcing/pipelining candidates.
2. Shall have outstanding writing, marketing, public relations, and communication skills.
3. Demonstrated ability to provide excellent customer service, both written and verbal.
4. Shall be a highly motivated and determined individual, with proven methods of successful recruitment and retention.
5. Shall be polite, neat, orderly, a team-player and maintain software skills that partner with the Tribes TERO Department, Human Resources Department and HHS Program.
6. Shall have demonstrated written skills including marketing material in different formats (brochures, online services, websites, articles, press releases).
7. Shall be results driven, self-directed and works diligently to accomplish tasks and achieve objectives.
8. Demonstrated success developing and executing strategic sourcing and networking techniques. A complete understanding of the factors that impact talent supply.
9. Strong organizational skills and attention to detail.
10. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
11. Proven ability to handle multiple tasks, prioritize and work independently.

12. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
13. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
14. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. AA Degree required, with minimum of 5 years demonstrated experience specifically related to field.
2. Minimum 1 year experience recruitment and successful staffing related role in healthcare area.
3. Minimum 1 year experience utilizing technological platforms for recruitment.
4. Minimum 3 years' experience with successful press release development, implementation, and positive public relation outcomes.
5. Minimum 1 year cold calling and direct recruitment experience.
6. Proficient with all Microsoft products.
7. Must have the ability to communicate effectively in both oral and written form.
8. Initiative and follow up, including a strong sense of autonomy.
9. Proven track record of innovative methods to recruit high demand professions.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to confidentiality and HIPAA policies.
12. Must successfully pass a drug screening test.

**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: October 19, 2017**

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

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