

# KARUK TRIBE HOUSING AUTHORITY

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## Vacancy Announcement

**Title:** Resident Opportunity & Self Sufficiency (ROSS) Service Coordinator

**Reports To:** Assistant Director/Operations Manager

**Location:** Happy Camp, CA, with required travel to Yreka and Orleans, CA

**Assigned  
Work Location:** Happy Camp, CA

**Salary:** \$20.00 to \$26.00 per hour/DOE

**Summary:** The ROSS Service Coordinator links the Karuk Tribal Housing Authority (KTHA) residents with supportive services that will enable them to make progress towards economic self-sufficiency for their household by obtaining and maintaining financial, housing, and personal/family stability while working toward economic independence and stability through the achievement of personal goals. Serves as the lead point of contact in collaboration of grant related programs and reporting.

**Classification:** Full Time, Regular, Non-Exempt, Grant Funded in three-year cycles.

### **Application Deadline: March 3, 2025 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 Resources Department, Telephone (530) 493-1600 ext. 7034 or 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Meets with residents to explain requirements, rights and responsibilities during participation in the self-sufficiency program.
2. Develops a detailed Personal Self-Sufficiency Plan (PSSP) for each participating resident identifying short- and long-term goals in order to achieve self-sufficiency and identify and present alternative solutions for residents regarding family members on specific issues.
3. Counsels and coaches' residents and families on basic life issues involving economic, social, employment, educational skills, and financial literacy.
4. Works with residents, KTHA staff, local partners, and other stakeholders to form partnerships, establish local community resources, and develop strategies to address the needs of residents and remove barriers so that residents are making progress towards achieving self-
5. Networks with local agencies and schools, including, but not limited to, Karuk Tribal Departments to identify potential services and resources.
6. Works with KTHA Tenant Relations Officers (TRO's) to identify need and obtain referrals for program participants and ensure resident files are continually updated and maintained.
7. Manages and monitors ongoing caseloads of progress on PSSP's.

8. Maintains/generates attendance records, program records and statistical data as needed for grant reporting or as requested by Management.
9. Works with residents to achieve educational attainment and/or training levels that prepare residents for a career to support their family needs, support residents in financial coaching and literacy to manage household expenses and, work with residents to gain employment with adequate pay and benefits.
10. Assists in the coordination of supportive resources (childcare, transportation and community mentorships) enabling residents to participate consistently in educational and/or community events and programs that help achieve economic independence and stability.
11. Continually evaluates and ensures program success by developing and implementing new programs or services as needed.
12. Ensures that the coordination and the delivery of services meet the goals of the grant deliverables including the core functions of Resident Needs Assessment, Coordination, Case Management/Coaching, Resident Engagement, and Evaluation.
13. Works closely with Yav Pa Anav to ensure residents are receiving the services identified in the program/service referrals.
14. Provides monthly written reports to the KTHA Board of Commissioners and submits data through electronic evaluation tool(s) as required by funding agency guidelines.
15. Is available for local and out of the area travel as required for job related training.
16. Attends all required meetings and functions.
17. Is polite and maintains a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to understand and follow oral and written instructions.
5. Knowledge of community agencies and services.

**Requirements:**

1. Must possess a Bachelor of Arts or Sciences in Social Work, Gerontology, Psychology, or Counseling (preferred) other completed degree in relevant field will be considered; relevant work experience equivalent to education in related field(s) will be considered (two years' experience equals one-year education).

2. Must possess knowledge of procedures and eligibility for federal and applicable state entitlement programs, and knowledge of legal liability issues related to providing service coordination.
3. Must possess two to three years' experience in social service delivery for low-income youth, adults, senior citizens and/or people with disabilities.
4. Must have demonstrated working knowledge of supportive services and other resources for youth, adults, senior citizens, and/or non-elderly people with disabilities available in the local area.
5. Must have demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families, the elderly, and/or people with disabilities.
6. Must have demonstrated ability to provide communications in a manner that is effective for persons with disabilities and persons with Limited English Proficiency (LEP).
7. Must possess demonstrated computer skills and the ability to teach those skills to others.
8. Must have the ability to communicate effectively, both verbal and in writing.
9. Must act in a professional manner and serve as a role model for residents and resident youth.
10. Must have the ability to use sound judgment, tact, and diplomacy.
11. Must have the ability to work closely with residents.
12. Must have the ability to develop and establish rapport and network with local, Tribal, and State agencies.
13. Must have ability to develop and maintain client database and submit reports on a monthly basis and as needed for the grant.
14. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
15. Must adhere to applicable confidentiality and personnel policies.
16. Must successfully pass a pre-employment drug screening test and a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, 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.

**Committee Approved:** February 12, 2025

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