
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: Human Services Office Manager

Reports To: Director – Human Services

Supervises: Receptionist(s), Custodian

Location: Yreka, CA

Approved Work Location: Does not qualify

Salary: \$21.00 - \$38.00 per hour/DOE

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

Summary: Under the direction of the Karuk Human Services Director, the Office Manager manages and coordinates the day-to-day operations of the Karuk Tribe's Human Services Department. The Office Manager is responsible for planning and coordinating internal & community activities and events, monitoring adherence to policies, controlling the use of resources and making recommendations to improve efficiencies. The Office Manager assists the Director in grant management, developing contracts, office policies and procedures and monitoring budgets.

Application Deadline: October 17, 2024 at 5 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Coordinates, manages and monitors the operations of the various divisions in the Human Services Department located at three sites in the Karuk Tribe's service areas.
2. Assists in the development, monitoring, reporting and implementation of grants.
3. Reviews financial data and makes recommendations to Director to ensure grant/fiscal compliance.
4. In conjunction with the Director, assists in the preparation and control of operational budgets.
5. Assists the Director in the improvement of processes and policies in support of organizational goals. Develops, in conjunction with the director, policies, procedures and processes in support of departmental operations.
6. Monitors staff adherence to rules, regulations, policies and procedures and communicates concerns with Director.
7. Coordinates and plans for the use of program staff to avoid disruptions in client care and services to community members. Ensures a smooth operations, void of disruptions.

8. Supervises and monitors receptionist(s) and custodians in multiple locations, as well as completes performance evaluations and administers other personnel functions as required.
9. Facilitates the coordination and communication between divisions and support functions within the department & with other tribal and community partners.
10. Work hours may be modified to support services and events that extend prior to or after normal working hours, including weekends. It is expected to not exceed 5% of the work hours annually.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environment.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament and displays the ability to establish and maintain harmonious working relationship with other employees and the public.
3. Demonstrates the ability to understand and follow oral and written instructions.
4. Experienced in organizational effectiveness, efficiency and operations management. Working knowledge of general finance, grant and other administrative processes and procedures.
5. Working knowledge of general business and management principles and practices.
6. Understanding of or ability to learn social service and/or behavioral health principles, practices, and regulatory requirements.
7. Working knowledge of information technology skills including Electronic Health Records (EHR) , scheduling and case management systems.
8. Demonstrated ability to work both independently as well as in a team environment and adept at conflict management.
9. Must have working knowledge of insurance billing/payment procedures and basic knowledge of social service, behavioral health and medical field terminology.

Requirements:

1. Must have a high school diploma or equivalency. AA/AS preferred.
2. Must have five years' experience supervising employees preferably in a healthcare or mental healthcare setting.
3. Available for local and out of the area travel as required for job related training.
4. Able and willing to travel to all three Human Service Department locations within the Tribe's service areas.
5. Attends all required meetings and functions as requested and is courteous in accepting other job duties as assigned.

6. Must possess excellent computer and office skills as well as working knowledge of Microsoft Office Suite (i.e., Word, Excel, etc.)
7. Must have excellent mathematical skills.
8. Must have excellent oral and written communication skills.
9. Must possess valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality including Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR (Code of Federal Regulations) Part 2.
11. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B and test annually for Tuberculosis (TB)
12. Must adhere to Health Program policy of receiving an annual Influenza vaccine.
13. Must successfully pass a pre-employment drug and alcohol 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.

Committee Approved: September 30, 2024

Employee's Signature: _____