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**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 C**  
64236 Second A  
Post Office Bo  
Happy Camp, CA  
Phone: (530) 493  
Fax: (530) 493

**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:** Human Services Director

**Reports To:** Chief Executive Officer – Health and Human Services

**Location:** Yreka

**Salary:** \$80,000- \$120,000 annual salary DOE

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

**Child Sensitive:** Yes

**Summary:** The Director is responsible for the administration, guidance and supervision of the Human Services Department which includes mental health and Substance Use Disorder services for the Karuk 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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Human Services Director

**Reports To:** Chief Executive Officer – Health and Human Services

**Location:** Yreka

**Salary:** \$80,000- \$120,000 annual salary DOE

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

**Child Sensitive:** Yes

**Summary:** The Director is responsible for the administration, guidance and supervision of the Human Services Department which includes mental health and Substance Use Disorder services for the Karuk Tribe.

**Responsibilities:**

1. Lead and participate in the planning, review and monitoring of Karuk Human Services Department programs; Mental Health, and Substance Use Disorder to ensure compliance with tribal, state, and federal regulations to achieve tribal goals and objectives.
2. Ensures that staff adheres to tribal, state, and federal regulation.
3. Develops, monitors, and revises applicable policies and procedures.
4. Works with Karuk Tribe executive leadership team to promote the highest quality of tribal and community member services.
5. Responsible for the development of strategic and tactical plans to maximize the effectiveness of mental health and substance abuse.
6. Develops monitors and revises long and short-term program plans and associated budgets as needed and in accordance with tribal, state, and federal regulations.
7. Participates in the development of grant applications.
8. Develops partnerships with local agencies and represents tribal interests at meetings of local, regional, and national stakeholders.
9. Supervises Karuk Human Services Department staff; including hiring, providing guidance and direction, training, evaluating performance, initiating corrective action or disciplinary action, and other personnel actions.
10. Has knowledge of mental health and substance use disorder standards and regulatory issues.
11. Has in depth and up-to-date knowledge of the financial environment of health care, in particular of behavioral health care and Federally Qualified Health Centers.
12. Has experience in the fiscal, organizational, and clinical integration of behavioral health with primary health care.
13. Has knowledge of adult learning practices and effective teaching, supervising and mentoring skills.

14. Has effective analytical and problem-solving skills, including knowledge of statistics.
15. Has strong organizational skills, including the ability to plan, implement, and follow-up.
16. Solid communication skills, including listening and validation, written and spoken skills, tact and diplomacy, presentation skills, and effective conflict management skills.
17. Maintains complete professionalism, including the qualities of confidence, motivation, accountability, integrity and humility.
18. Supports and promotes cultural, ethnic and linguistic diversity.
19. Is knowledgeable on new technology and champions in its implementation and use to promote efficient work flow, communication, and program assessment.
20. 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.
21. Shall be polite and maintain a priority system in accepting other job duties as assigned.
22. Shall complete daily administrative duties which requires up to 80% of time while seeing Clinical Patients which requires up to 20% of time.

**Qualifications:**

1. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Masters of Social Work and/or Doctorate in Psychology or Social work with clinical experience.
2. Minimum of 5 (prefer 10) years in behavioral health services, with at least half of those years in behavioral health leadership positions.
3. Licensed in California to practice as a psychologist or social worker.
4. Must travel to the communities in the service area including Yreka, Happy Camp and Orleans
5. Must be available for out of the area travel as required for the position related training and continuing education and to attend all required meetings.
6. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine and testing for TB upon hire and per CDC guidelines as required. Annual Flu Immunizations are required. Must have an annual health examination within the first 15 days of employment and yearly, before the anniversary of hire date.
7. Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
8. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

9. Must adhere to confidentiality and HIPAA policies.
10. Must successfully pass a pre-employment drug 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.

**Council Approved:** August 8, 2019

**Review Committee Approved:** November 10, 2021

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