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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 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:** Emergency Preparedness & Response Coordinator

**Reports To:** Executive Director

**Location:** Yreka, Happy Camp, and Orleans  
Hybrid (Combination of remote work with required onsite periods)

**Salary:** \$65,000 to \$85,000 per year, depending on experience and qualifications

**Supervises:** Emergency Volunteers and Volunteer Organizations

**Classification:** Full Time, Exempt, Regular

**Summary:** The Karuk Tribe Emergency Preparedness & Response Coordinator is a full-time position that is responsible for preparedness activities that include oversight of training and emergency response planning activities. The position has day-to-day responsibility for planning, coordinating and implementing a variety of specialized functions related to emergency response preparedness and public education. Will coordinate and implement the Karuk Tribe's response to emergencies within the service area.

**Application Deadline: April 12, 2021 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Under general direction of the Executive Director, maintains and oversees the implementation of the Karuk Tribe's Emergency Operations and Hazard Mitigation Plans.
2. Investigates, researches and makes recommendations regarding best practices with respect to emergency preparedness.
3. Oversees the development of emergency response procedures and coordinates training programs and emergency operations drills to prepare Tribal Staff to respond quickly and effectively to emergencies.
4. Facilitates the development of public awareness programs regarding disaster preparedness.
5. Drafts and prepares grant applications to aggressively seek continued funding for Emergency Preparedness and Response activities.
6. Advises Council and coordinates with Tribal Entities, and Departmental Staff on their emergency plan(s) and coordinates interdepartmental activities related to emergency planning, hazard mitigation, and disaster relief.
7. Attends required meetings, training seminars and conferences related to emergency management/disaster preparedness and homeland security. Will build a relationship with Volunteer Organizations Active in Disaster (VOAD) and participate in VOAD meetings.
8. Will act as Tribal liaison with Federal, State, County, and Local agencies including schools, businesses, and volunteer groups.
9. Develops and maintains working relationships with Tribal, Federal, State, County, Local, Private, and Military officials in order to keep up-to-date on current points of contact and issues facing the emergency management community.
10. Establishes and updates a list of facilities/resources available for use in emergency situations. This includes development of mutual aid and cooperative agreements with other jurisdictions where necessary.
11. Shall be responsible for ensuring departments and entities are informed and knowledgeable in proper recordkeeping to ensure maximum cost reimbursement from incidents.

12. Develops educational materials and makes presentations to Tribal, Government, Business, Professional and Community groups.
13. Maintains meticulous records, prepares correspondence, and periodic special reports.
14. Shall plan, organize, review, evaluate, and personally perform activities required of emergency response grant funded programs and activities.
15. Is properly trained and available to serve as Incident Commander, as assigned, during incidents, including initiating Emergency Operations Center(s).
16. Provides resource development and disaster preparedness related grant procurement and grant administration support.
17. Collaborates with Compliance Office, and relevant program directors, to complete procurement and expend grant funds to supply Disaster Distribution Center(s), as necessary. Seeks donations for Donation Centers and Food Banks as needed and appropriate as identified through coordination with relevant staff.
18. Establishes a method of communication with Emergency survivors and conducts communication necessary to identify their needs that could be met through Tribal, Federal, State, County, and/or Volunteer resources and organizations.
19. Requests assistance from Volunteer Organizations and coordinates service delivery with emergency survivors.
20. Coordinates with other Emergency Response team members to request resources available through Federal, State, and County partners as needed for survivors. Coordinates with Disaster Case Management providers for Survivors.
21. Shall respond to emergencies on a round-the-clock basis (24 hours a day/7 days a week) to initiate, activate, and determine level of response to, emergencies/incidents.
22. Shall work a flexible, non-standard work schedule, when required, to ensure ongoing support during active incidents.
23. Shall take the lead role in coordinating with FEMA including scheduling and participating in all necessary meetings, utilizing Grants Portal, preparing required reports, and making recommendations on declaration type when responding to incidents.
24. Shall participate in Long Term Recovery Group meetings and activities, when necessary, depending on incident type.
25. 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.
26. Shall be polite and maintain a priority system in accepting other job duties as assigned.

**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. Demonstrates the ability to be a team leader and ability to set priorities and follow up on projects.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public and to respond to stressful, negative interactions with high levels of tact.

5. Demonstrates the ability to understand and follow oral and written instructions.
6. Ability to instruct classes in the ICS system preferred.

**Requirements:**

1. Bachelor's degree from an accredited college with major course work in environmental studies, emergency management, law enforcement or related field or at least four years of experience in disaster planning, emergency management, or emergency preparedness or other related field may be substituted for the educational requirement. Military or civil emergency response experience may be considered.
2. Must have training or experience in Project Management.
3. Must have extensive experience managing and operating within the Incident Command System.
4. Must have excellent written and oral communications skills.
5. Must be self-motivated and able to work with minimal supervision.
6. Must have strong leadership, interpersonal and consensus building skills.
7. Must be able to maintain emotional stability and presence of mind during periods of intense tension and stress.
8. Must possess computer proficiency and be familiar with Microsoft Office (Word, Excel, Publisher, Powerpoint and Outlook).
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality and HIPAA policies.
11. Must be willing to adjust work hours to meet operational demands when required.
12. 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:** March 11, 2021

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

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