
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

(Internal Posting)

Title: Training & Development Manager

Reports To: HR Director

Location: Happy Camp Administration Office

Salary: \$70,000 - \$85,000 Annually, DOE

Classification: Full Time, Regular, Exempt

Summary: The Training & Development Manager is responsible for creating and implementing training programs and overseeing the development of skills and careers. Sets performance metrics, evaluates productivity, and helps employees create long-term career plans.

Application Deadline: February 5, 2024 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

Position Description

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Reports To: HR Director

Location: Happy Camp Administration Office

Salary: \$70,000 - \$85,000 Annually, DOE

Classification: Full Time, Regular, Exempt

Summary: The Training & Development Manager is responsible for creating and implementing training programs and overseeing the development of skills and careers. Sets performance metrics, evaluates productivity, and helps employees create long-term career plans.

Responsibilities:

1. Develops, implements, and monitors training programs for the Tribe including performance-based training and individual training plans.
2. Identifies, develops and implements technical, professional, leadership and specific-skill based training for employees at all levels.
3. Coordinates employee orientation; assists with HR programs and events including Benefits Orientation, Karuk Family Reunion, Holiday Events/Parties, Milestone Events, etc.
4. Creates brochures, training materials, multimedia visual aids and presentations.
5. Creates testing and evaluation processes.
6. Assists in the preparation of the training budget.
7. Assists with professional presentations and conferences as requested.
8. Oversees Tribal Mentoring & Professional Development Program (aka: The Academy).
9. Evaluates needs of the Tribe and plan trainings programs accordingly.
10. Provides workshop/classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
11. Manages team of training consultants and contracts.
12. Provides performance feedback.
13. Develops and conducts leadership development.
14. Builds and maintains solid cross-functional relationships.
15. Provides logistical support, course development, delivery, evaluation, process measurements, and cost management.

16. Plans and oversees the implementation and facilitation of activities and events, budget spending, material production and distribution, and other resources to ensure that operations are managed within authorized budgets.
17. Assists the Tribal Employment Rights Office (TERO) seasonal training and workshop efforts.
18. Coordinates & oversees Tribe's educational reimbursement program.
19. Assist with the development of strategic plans
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 required.
21. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Proven ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. General knowledge of employment laws, practices, course development,

Requirements:

1. A bachelor's degree in human resources or a related field; master's degree preferred; Minimum of 3 years' experience in training and development leadership or a combination using a year for year model.
2. Excellent written verbal and interpersonal communication skills; comfortable presenting to large groups.
3. Working knowledge of the logistics involved in event planning such as training, workshops, etc.
4. Ability to work with people from different backgrounds and levels of expertise.
5. Must have excellent computer skills in a Microsoft Windows environment. Must include Excel, PowerPoint, Access, Publisher, and demonstrated skills in database management and record keeping
6. Demonstrated ability to accomplish goals both through collaborative teamwork as well as self-directed autonomy.
7. Must have excellent interpersonal & organizational skills.

8. Must have evidence of the practice of a high level of confidentiality
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 Health Insurance Portability and Accountability Act (HIPAA) policies.
11. Must successfully pass a drug screening test and 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.

Review Committee Approved: November 14, 2023

Employee's Signature: _____