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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 Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Substance Use Disorder Program Manager

**Reports To:** Human Services Director

**Location:** Yreka Happy Camp and/or Orleans

**Salary:** \$75,000 – \$100,000 Annually

**Child Sensitive Position:** Yes

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

**Summary:** The Substance Use Disorder (SUD) Program Manager shall be responsible for program content, supervising staff and administrative duties. The Program Manager ensures that staff receives continuous training with the latest techniques. The Program Manager shall provide education and training to other staff. The Program Manager shall collaborate with other county programs to identify problems, trends and demands for service in the service area and shall collect and analyze data for the organizational improvement activities. The Program Manager shall participate with professional and personal integrity as a team member providing continuity of care in compliance Tribal, Federal, State and Professional laws and regulations.

### **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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

<b>Title:</b>	Substance Use Disorder Program Manager
<b>Reports To:</b>	Human Services Director
<b>Location:</b>	Yreka Happy Camp and/or Orleans
<b>Salary:</b>	\$75,000 – \$100,000 Annually
<b>Child Sensitive Position:</b>	Yes
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### **Responsibilities:**

1. Provides management to the Karuk Tribe SUD Program and staff.
2. Provides Case supervision to Karuk Tribe SUD staff.
3. Shall in consultation with the Director, provide budgeting and financial management of the division.
4. Shall manage and oversee MOU's, contracts, etc. with other tribal and community programs.
5. Shall prepare and present a variety of periodic and special reports of both a professional and administrative nature.
6. Shall coordinate clinical activities of SUD Counselors.
7. Shall work with the Director to seek additional funding for treatment and services.
8. Shall provide counseling and/or psychotherapy services as needed to SUD participants.

9. Shall have knowledge of current trends in Federal, State and local substance abuse programs including medication assisted treatment.
10. Shall work within a multidisciplinary team when appropriate.
11. Shall be available for local and out of the area travel as required for job related training.
12. Shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other job related duties as assigned.
14. Work schedule may be modified to support services that extend prior to or after normal working hours, including weekends. It is expected that this will be less than 5% of the annual working hours.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Excellent oral and written communication skills.
4. Have knowledge of the principles and practices of planning, organizing and supervising community substance abuse programs.
5. Knowledge of Domestic Violence Batterers' Intervention Programs and Driving Under the Influence Program content desirable.
6. Knowledge of current developments in the field of community mental health and/or substance abuse including co-occurring disorders.
7. Experience and/or ability to respect cultural differences.
8. Knowledge of laws, rules and regulations governing the operation of SUD Programs and the role and responsibilities of SUD Counselors.
9. Knowledge of the principles and practices of organization, workload and time management.
10. Proficient in the operation of a personal computer, electronic health care records, other office equipment and related software.

**Requirements:**

1. Possession of a current, valid, active, permanent, and unrestricted license to practice clinical social worker or marriage and family therapist or Licensed Advanced Alcohol and Drug

Counselor (LAADC) issued by the appropriate State of California licensing agency AND two years of full time paid licensed clinical social worker or licensed marriage and family therapist.

2. At least three years of licensed or certified professional experience in a multidisciplinary substance abuse program which includes experience in administrative management and/or clinical supervision that demonstrates possession of the knowledge and abilities
  - a. Licensed Advanced Alcohol and Drug Counselor (LAADC)
3. Must adhere to professional standards, code of ethics, and the Tribe's policies and procedures as they relate to client care.
4. Must adhere to confidentiality including HIPAA and 42 CFR Part 2.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. 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, written inquiries to appropriate local law enforcement agencies.
7. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
8. Must be able to provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B vaccine.
9. Must immunize for influenza annually.
10. Must test annually for TB.
11. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
12. If applicable, must be in recovery and have two years of documented recover time.

**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:** July 27, 2017      **Revised:** May 9, 2019, June 13, 2019

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

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