
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
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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: Karuk Temporary Assistance for Needy Families (TANF) Program Manager

Reports To: Executive Director or Designee

Supervises: Family Service Specialists, Compliance, Administrative Assistant

Locations: Happy Camp, Orleans and Yreka, CA

Salary: \$75,000 – 90,000 DOE

Summary: The Karuk TANF Program Manager will supervise staff, provide program leadership, draft and implement policy and procedures and be responsible for day-to-day operations of the TANF program. This position is responsible for designing, implementing and evaluating program systems; overseeing and coordinating the allocation of designated resources; evaluating the effectiveness of program objectives and performance standards; assuring quality of service while ensuring compliance with the mission of the TANF Program. Works cooperatively with all Tribal and community departments and programs to see that TANF benefits and services are delivered to eligible participants in designated service areas. Ensures compliance with all Policies and Procedures and any Federal or State regulations governing TANF.

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

Application Deadline: September 1, 2023 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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Responsibilities:

1. Assists in the development and direction of departmental goals, plans, objectives, policies, procedures and work standards for the KTTTP; interprets and complies with all applicable federal, tribal and state regulations. Assists in the development, review and revision of all program policies including the TANF plan.
2. Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for and executes changes in operations to ensure maximum effective service provisions; develops new program functions, elements and related services, including researching, compiling and analyzing supporting data and developing program designs, proposals, and applications for funding. Responds to reports, audits and other required tasks.
3. Completes and submits all governmental (State and Federal) reporting in a timely and accurate manner.
4. Jointly oversees the development of new and existing programs ensuring compliance and sustainability.
5. Ability to assist with grant writing and administration.
6. Participates in the selection and hiring of KTTTP staff; provides for the training, professional development and work evaluation of subordinate staff, and makes recommendations on the hiring, termination, and discipline as required.
7. Develops and monitors the program budget; assures the financial stability of the program by analyzing the cost effectiveness and existing cost controls; prepares, submits, and justifies budgets and budget modification requests to the Tribal Council. Negotiates, develops, monitors and administers a variety of contracts and agreements.
8. Plans, organizes, administers, reviews, supervises and evaluates the work of subordinate professional, technical, support and operational staff either directly or through subordinate supervisors and lead workers. Trains staff on current and prospective Tribal, Federal and State regulations and agency policies ensuring consistent, accurate and uniform interpretation and application.

9. Monitors and stays up to date with program, regulatory and operational changes at the state and federal levels that affect the activities and work processes of the program; makes recommendations for, develops and carries out improvements to the program to meet changing goals, objectives and program requirements.
10. Represents the program in meetings with other tribal departments and divisions; represents the program and the Karuk Tribe at various county, state, and federal government levels concerning KTTP issues; fosters collaborative working relationships to the benefit of the program and program participants.
11. Develops, implements and oversees systems and maintains records that provide for proper evaluation, control and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives, applications and other materials.
12. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested/required.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned. Must adhere to the highest levels of confidentiality and integrity.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public including individuals in crisis situations.
4. Demonstrated knowledge of laws, rules and regulations governing KTTP including the policies, procedures, programs and goals of public assistance agencies.
5. Demonstrated experience and ability developing program activities, goals, and objectives; creating program evaluation tools and evaluating the effectiveness of the program.
6. Ability to use a variety of computer programs and in particular to understand and when necessary operate KTTP data tracking and other software.
7. Excellent oral, written and culturally sensitive communication skills.
8. Experience and ability to handle a million dollar plus program, especially at the Tribal level.

Position Requirements:

1. **Required Qualifications:** Bachelor's degree in Public Administration, Behavioral or Social Sciences or related field and two years of experience working in a Tribal or Community based Social Services Program; **or** equivalent experience, education and training in a related field.
2. Knowledge of the principles of supervision, training and instructional methods and techniques with two years supervisory experience in a social public assistance agency.
3. Must have documented ability to work with local Indian Community as well as legal and social service agencies.
4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policies.

6. Must successfully pass a pre-employment drug screening test.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. 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.

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: July 19, 2023

Employee's Signature: _____