
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
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Karuk Dental Clinic

64236 Second Avenue
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Internal**Vacancy Announcement**

Title: Human Services Office Manager

Reports To: Director – Human Services

Location: Yreka

Salary: \$17.00 to \$23.00 per hour

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

Summary: Under the direction of the Karuk Human Services Director, manage and coordinate the day to day operations of the Karuk Tribe Human Services Department. The office manager is responsible for planning and coordinating internal and community activities and events, monitoring adherence to policies, controlling use of resources and making recommendations to improve efficiency. Office Manager will assist Director in grant management, developing contracts, office policies and procedures and monitoring budgets. The position will supervise 3 – 4 positions.

Application Deadline: May 29, 2019

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ 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/jobs/ or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041 Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Human Services Office Manager

Reports To: Director – Human Services

Supervises: Receptionist(s), Custodian

Location: Yreka

Salary: \$17.00 - \$23.00 per hour

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

Summary: Under the direction of the Karuk Human Services Director, manage and coordinate the day to day operations of the Karuk Tribe Human Services Department. The office manager is responsible for planning and coordinating internal and community activities and events, monitoring adherence to policies, controlling use of resources and making recommendations to improve efficiency. Office Manager will assist Director in grant management, developing contracts, office policies and procedures and monitoring budgets. The position will supervise 3 – 4 positions.

Responsibilities:

1. Coordinate, manage and monitor the operations of the various divisions in the Human Services Department located at three sites in the Karuk Tribe service area.
2. Assists in the development , monitoring, reporting and implementation grants.
3. Review financial data and make recommendations to Director.
4. In conjunction with the Director, assist in the preparation and control of operational budgets.
5. Assist the Director in the improvement of processes and policies in support of organizational goals.
6. Assist in the formulation and implement departmental and organizational policies and procedures to maximize quality of care and services.
7. Monitor staff adherence to rules, regulations, policies and procedures and communicate concerns with Director.
8. Coordinate as requested by Director with HHS Human Resources Director to plan for the use of human resources.
9. Supervise and monitor receptionist(s) and custodians in multiple locations, as well as complete performance evaluations.
10. Facilitate coordination and communication between divisions and support functions within the department and with other tribal and community partners.
11. Work hours may be modified to support services and events that extend prior to or after normal working hours, including weekends. It is expected to not exceed 5% of the work hours annually.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environment.

2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament and displays the ability to establish and maintain harmonious working relationship with other employees and the public.
3. Demonstrates the ability to understand and follow oral and written instructions.
4. Knowledge and experience in organizational effectiveness, efficiency and operations management.
5. Knowledge of general business and management principles and practices.
6. Understanding of or ability to learn social service and/or behavioral health principles, practices, and regulatory requirements.
7. Knowledge of information technology skills including electronic health care records, scheduling and case management systems.
8. Demonstrated ability to work both independently as well as in a team environment and adept at conflict management.
9. Must have working knowledge of insurance billing/payment procedures and basic knowledge of social service, behavioral health and medical field terminology.

Requirements:

1. Must have a high school diploma or equivalency.
2. Experience in supervising staff in an office setting.
3. Must have five years or more experience as an Office Manager
4. Shall be readily available for local and out of the area travel as required for job related training.
5. Shall be willing to travel to all three Human Service Department locations within the service area.
6. Shall consistently attend all required meetings and functions as requested and is courteous in accepting other job duties as assigned.
7. Must have excellent computer and office skills as well as working knowledge of Microsoft Office Suite
8. Must have excellent mathematical skills.
9. Must have excellent oral and written communication skills.
10. Must possess valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
11. Must adhere to confidentiality including HIPAA and 42 CFR Part 2.
12. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B and test annually for Tuberculosis (TB)
13. Must adhere to Health Program policy of receiving an annual Influenza vaccine.

14. Must successfully pass a pre-employment drug and alcohol 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: July 27, 2017 Revised: May 23, 2019

Chairman's Signature: _____

Employee's Signature: _____