
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

Vacancy Announcement

Title: Office Manager

Reports To: Director – Child and Family Services

Supervises: Receptionist(s)

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 (Child and Family Services) Department. The office manager is responsible for planning and coordinating activities, monitoring adherence to policies, controlling use of resources and making recommendations to improve efficiency.

Application Deadline: November 9, 2017 (Emergency Posting)

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

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Responsibilities:

1. Coordinate, manage and monitor the operations of the various divisions and sites in the human services department.
2. Monitor financial data and ensure compliance with fiscal policies.
3. In conjunction with the Director, assist in the preparation and control of operational budgets.
4. Assist the Director in the improvement of processes and policies in support of organizational goals.
5. Assist in the formulation and implement departmental and organizational policies and procedures to maximize quality of care and services.
6. Monitor staff adherence to rules, regulations, policies and procedures.
7. Coordinate as requested by Director with HHS Human Resources Director to plan for the use of human resources.
8. Supervise and monitor receptionists in multiple locations, as well as complete performance evaluations.
9. Facilitate coordination and communication between support functions.
10. Assist in the creation of grant proposals.
11. Assist with the grant compliance.

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 office management principles and practices.
6. Understanding of 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; Associates Degree in business related field desired.
2. Must have at least one year experience in the social service or health care field.
3. Must be readily available for local and out of the area travel as required for job related training.
4. Must consistently attend all required meetings and functions as requested and is courteous in accepting other job duties as assigned.
5. Must have excellent computer and office skills as well as working knowledge of Microsoft Office Suite and working knowledge of Adobe Suite.
6. Must have excellent oral and written communication skills.
7. Must possess valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality including HIPAA and 42 CFR Part 2.
9. 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)
10. Must adhere to Health Program policy of receiving an annual Influenza vaccine.
11. 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, November 2, 2017

Chairman's Signature: _____

Employee's Signature: _____