
Karuk Community Health Clinic

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Karuk Tribe

**Administrative Office**

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Karuk Dental Clinic

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Vacancy Announcement

Title: Transitional Home Manager

Reports To: Substance Use Disorder Program Manager or Designee

Location: Yreka Human Services

Salary: \$17.00 - \$21.00 (DOE)

Classification: Full -Time, Regular, Non-Exempt

Summary: The Transitional Home Manager is a full-time position with the responsibility of managing and coordinating the day to day activities for the Karuk Men's Transitional Home. Position requires a detail-oriented individual with leadership skills. The Transitional House Manager works directly with men who are in recovery from substance misuse in a transitional living environment. The position is responsible for admissions, orientation of new residents and discharge of residents when they are ready to leave the home. This includes managing, coordinating, teaching skills related to daily living and vocational activities. The Transitional House Manager will lead weekly "House Meetings," with residents and conduct routine inspections in the Transitional Home, The Transitional Home Manager is a member of the Human Services Department team.

Application Deadline: August 19, 2021

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. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

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Reports To:	Substance Use Disorder Program Manager or designee
Location:	Yreka Human Services
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Classification:	Full Time, Regular, Non-Exempt

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Candidates for this position must have excellent organizational skills, efficient record keeping skills, effective in oral and written communication, and be able to interact appropriately and professionally with men who are working on their recovery.

Responsibilities:

1. Shall be responsible for admitting, orienting and discharging residents from the Transitional Home per program policies.
2. Responsible for implementing and enforcing Transitional Home policies and procedures.
3. Shall be responsible for the day-to-day operations of the Karuk Men's Transitional Home.
4. Shall be available to assist residents in the completion of goals related to employment, education and linking to community resources when needed.
5. Shall obtain necessary verification of income of resident, calculate rental, supply and utility fees, and ensure fees are collected.
6. Shall conduct assessment of resident needs upon admission to the Transitional Home and develop goals with the resident toward self-sufficiency.
7. Ensures physical environmental safety and security by conducting regular house inspections.
8. Ensure residents perform daily household chores and maintain the Transitional Home in a clean and safe manner.
9. Maintains updated schedule of resident's whereabouts, requests for leave and appointments to ensure client accountability.

10. Conducts physical walk through and searches of the Transitional Home to record routine and irregular occurrences.
11. Observes and monitors behavior and progress of residents. Addresses concerns when appropriate.
12. Communicates concerns regarding the transitional living home to supervisor.
13. Maintain daily inventory of housing needs and request supplies and maintenance or repairs as needed.
14. May transport or arrange for transportation of residents per supervisor's directives to participate in community resources, cultural activities or services when needed.
15. Other duties assigned by Supervisor.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Two-years of experience with substance abuse population with minimum of one-year sobriety if recovering.

Requirements:

1. Valid driver's license, good driving record, and must be insurable by the Tribe's insurance.
2. High School Diploma or equivalent.
3. Must obtain First Aid, CPR training during the first 60 days of employment.
4. Must obtain additional education related to Mental Health First Aid and Suicide Training during the first six months of employment.
5. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test initially for TB and receive the flu vaccine annually. Basic computer and keyboarding skills (i.e. Microsoft Word, Excel).
6. Must pass a criminal background check. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Charges and convictions of all crimes against persons or property will be subject to review.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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: August 12, 2021

Chairman's Signature: _____

Employee's Signature: _____