
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
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Vacancy Announcement

- Title:** Yav Pa Anav Program Coordinator
- Reports To:** Executive Director or Designee
- Supervises:** Yav Pa Anav Program Support Services Specialist
- Location:** Happy Camp, Orleans, Yreka
- Salary:** \$23.00 to \$26.00 per hour, depending on experience
- Summary:** The Yav Pa Anav Program Coordinator will be responsible for planning, directing and coordinating the Yav Pa Anav Forum, Yav Pa Anav Committee and all specialty Yav Pa Anav programming associated with wrap around services for all Karuk clients.
- Classification:** Full Time, Regular, Non-Exempt

Application Deadline: March 11, 2022 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. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

- 1) Shall supervise the Yav Pa Anav Support Services Specialists in a supportive and helpful manner providing them with direction and ensuring accountability within the Yav Pa Anav Program.
- 2) Shall be responsible for the day-to-day management of the Yav Pa Anav Program and will assist clients and potential clients in the absence of Support Service Specialists.
- 3) Shall be a liaison between all Tribal Departments and their staff who interface or have active case management with Tribal patients, clients, tenants and program recipients.
- 4) Shall work closely with and provide administrative support to Support Services Specialists in preparing case plans that outline what will be necessary for clients to successfully obtain services identified in referrals for services (ex; housing, TANF, medical, social services, behavioral health, drug and alcohol, etc.).
- 5) Shall design and implement policies and procedures for the Yav Pa Anav Program that ensures consistency, continuity and collaboration among Karuk staff and participants.
- 6) Shall oversee and coordinate automated and telecommunications systems and recommend new programs and upgrades to case management systems to improve processing of files and proceedings. Manages the conversion of files, records, and documents to digital formats; oversees the indexing, preparation for scanning, and quality control of scanned images; oversees retrieval of stored records; works with vendors to manage the conversion of files, records, and documents to digital formats.
- 7) Shall act as an advocate for clients who interact with other service entities as needed.
- 8) Shall coordinate the scheduling and calendaring of all case management scheduling, Yav Pa Anav meetings, and public meetings as needed.

- 9) Shall maintain records and files associated with duties according to record-keeping standards, laws, operational procedures, and privacy laws.
- 10) Shall conduct accurate research to gather information on various topics as requested.
- 11) Shall coordinate and/or recommend culturally appropriate training for Yav Pa Anav participants and staff as well as all Karuk Tribe staff and Directors who interface with client-based services.
- 12) Shall plan and direct operations and functions of any satellite location which may include regular travel to set-up and maintain these locations.
- 13) Shall assist Support Services Specialists in planning and executing program outreach/educational events, and will be responsible for submitting an article to the Karuk Tribe's Newsletter as requested.
- 14) Shall be available for local and out of the area travel as required for job related training.
- 15) Shall attend all required meetings and functions as requested. Will be responsible to submit a monthly report to Supervisor.
- 16) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

- 1) Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
- 2) Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
- 3) Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
- 4) Demonstrates the ability to understand and follow oral and written instructions.
- 5) Must have the ability to make logical decisions and deal with challenges involving concrete variables in standardized situations.
- 6) Must have the ability to be flexible and adapt to change.
- 7) Demonstrated ability to advance a program including strategic planning and securing funding for sustainable growth.

Requirements:

- 1) AA/AS Degree in a related field, and two (2) years' experience working in one or more social or direct services programs such as health services, family services, child services, substance abuse programs or emergency crisis intervention services program.
- 2) Must have demonstrated at least one (1) year of work experience in a supervisory position
- 3) Must have the ability to work well in a fast paced environment with priorities that shift often.

- 4) Must be a self-starter, well organized, and have strong oral and written communication skills.
- 5) Must have demonstrated ability to use computer data and word processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise and accurate records and reports.
- 6) Must have demonstrated ability to meet internally and externally imposed deadlines and to respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
- 7) Must have demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
- 8) Must possess a valid driver's license and be insurable by the Karuk Tribe's insurance carrier.
- 9) Must adhere to confidentiality and HIPAA policies.
- 10) Must successfully pass a pre-employment drug 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.

Review Committee Approved: February 16, 2022

Employee's Signature: _____