

---

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**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:** Chief Executive Officer of the Karuk Tribe Health & Human Services

**Reports To:** Tribal Chairman and Health Board

**Supervises:** PRC Supervisor, Director of Community Services, Medical Director, Clinic Physicians, Business Office Manager/Certified Coder, Senior Nutrition Program Supervisor, Behavioral Health Director, Dental Providers, and the Dental Director.

**Salary:** \$85,000 - \$100,000 depending on experience

**Location:** Yreka, CA. with travel to other sites

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

**Summary:** The Chief Executive Officer of the Karuk Tribe Health Program shall provide administrative supervision and authority to oversee and manage a variety of departments and programs, shall provide supervision to department directors, and shall serve as an advocate for Karuk Tribal Health and Human Service Programs with other agencies. The CEO shall ensure compliance with Tribal, Federal, State and other rules and regulations applicable to annual funding agreements (AFA's), contracts, grants and memoranda of agreement (MOA's); shall participate on committees, facilitate staff meetings and task forces; and shall attend meetings of the Karuk Tribal Council and Health Board. Shall prepare budgets and monitor expenditures, and seek additional funding to increase the resource base. Shall develop short and long term strategic growth plans with Health Board and staff input; shall report to the Tribal Chairman, Tribal Council and Health Board as required.

### **OPEN UNTIL FILLED.**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

# Position Description

Title: Chief Executive Officer of the Karuk Tribe Health & Human Services

Reports To: Tribal Chairman and Health Board

Supervises: PRC Supervisor, Director of Community Services, Medical Director, Clinic Physicians, Business Office Manager/Certified Coder, Senior Nutrition Program Supervisor, Behavioral Health Director, Dental Providers, and the Dental Director.

Salary: \$85,000 - \$100,000 per year, depending on experience

Location: Yreka, CA. with travel to other sites

Classification: Full Time, Exempt, Non-Entry Level

Summary: The Chief Executive Officer of the Karuk Tribe Health Program shall provide administrative supervision and authority to oversee and manage a variety of departments and programs, shall provide supervision to department directors, and shall serve as an advocate for Karuk Tribal Health and Human Service Programs with other agencies. The CEO shall ensure compliance with Tribal, Federal, State and other rules and regulations applicable to annual funding agreements (AFA's), contracts, grants and memoranda of agreement (MOA's); shall participate on committees, facilitate staff meetings and task forces; and shall attend meetings of the Karuk Tribal Council and Health Board. Shall prepare budgets and monitor expenditures, and seek additional funding to increase the resource base. Shall develop short and long term strategic growth plans with Health Board and staff input; shall report to the Tribal Chairman, Tribal Council and Health Board as required.

## Responsibilities:

1. Shall provide administrative supervision and authority to oversee and manage the Karuk Health and Human Service Programs.
2. Shall provide direct supervision to the PRC Supervisor, Director of Community Services, Medical Director, Clinic Physicians, Business Office Manager/Certified Coder, Senior Nutrition Program Supervisor, Behavioral Health Director, Dental Director, and Dental Providers.
3. Shall appropriately provide advocacy services with federal, state, and private agencies as necessary; shall attend agency meetings when pertaining to funding and program expansion. Maintain or appropriately delegate regular contact with community members, Tribal Health Board and Tribal Council to accomplish department objectives and preserve good public relations. Represent and advocate for the Tribe's Health Services by serving on various local, state and regional planning groups and task forces.
4. Shall competently ensure compliance with Tribal, federal, and state laws, and other applicable rules and regulations. Ensure the production and maintenance of numerous reports including routine quarterly reports, mandatory reports to funding sources and any additional special reports. Keep the Health Board informed of issues and needs pertinent to the Tribe's health and welfare, status of ongoing programs, and the need for new programs or plans of action.
5. Shall competently ensure compliance in conjunction with the Contract Compliance Specialist, with AFA's, contracts, grants and MOA's pertaining to Tribal Health Programs. Monitor progress of current programs, grants and contracts by establishing and/or utilizing internal guidelines to measure program service outcomes. Keep well informed about current issues as they affect the Tribe; track health policy proposals, legislation and regulation development and make recommendations for Tribal comment and response to

the Tribal Health Board. Develop tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes.

6. Shall consistently prepare and provide monthly reports to the Tribal Council/Health Board.
7. Shall routinely chair the Health and Human Services Management meeting, and other relevant health committees to direct and oversee planning efforts to create short and long term strategic goals for the department. Ensure that new and sustained activities are consistent with overall Tribal/community needs, values and strategic vision for the Health Services Department. Identify funding sources and develop positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of Program goals. Oversee contract and grant writing proposals to procure special project and program funding.
8. Shall appropriately provide on-site supervision and enforce established Tribal policies and procedures. In compliance with Tribal personnel hiring policy and procedure, shall hire the best qualified individuals for department positions in order to maintain the highest quality of services. Ensure the professional growth of staff by supporting and requiring regular training or continuing education as necessary, using established personnel policies for performance appraisal and addressing performance deficiencies as they are observed.
9. Shall prepare budgets, monitor expenditures and ensure cost effectiveness; shall work closely with the HHS program directors, Chief Finance Officer (CFO) and Finance Department when preparing and managing program budgets.
10. Routine duties shall include providing and monitoring medical and outreach services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
11. Is available for local and out of the area travel as required for job related training and site visits. Shall attend all required meetings and functions as requested.
12. 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 convey and distribute oral and written instructions.
5. Role models professional behavior and demonstrates leadership qualities; fosters an environment where there is open communication, where employees safe and where there is an elevated level of accountability.

**Requirements:**

1. Must possess Bachelor's Degree with a minimum of three years' experience in healthcare management, possession of a professional license or certification in a health or human services field may be substituted for a Bachelor's Degree. Master's degree strongly preferred.
2. Knowledge of budgeting and strategic planning; proven analytical and problem solving abilities required. Proven record of leadership experience in health program and policy development. Ability to evaluate and interpret health data for Tribal Health Programs.

3. Must demonstrate proficiency in budget management, financial projections, revenue and expense analysis, and an understanding of medical and dental clinic revenues and expenses for various types of services.
4. Must have a minimum of five years' experience directly supervising medical staff and proof of ongoing training in supervisory and management skills is necessary.
5. Knowledge of Indian Health Services and Indian Self-governance programs preferred but not required.
6. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in conflict resolution through peacemaking and mediation.
7. Must have high-level computer literacy and demonstrated abilities to utilize computers as professional management tools.
8. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annually for TB.
11. 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 Tribal Employment Rights Ordinance (TERO) 93-0-01, Tribal Preference will be observed in hiring.

**Date Approved: July 10, 2014**

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_