
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

(Internal Posting)

- Title:** Operations Manager
- Reports To:** CEO of Health and Human Services
- Supervises:** Health Clinic Managers, Program Services Coordinator, Karuk Child Welfare Services Operations Administrator, Telehealth Coord, Public Health Nurse (PHN)
- Location:** Yreka/Happy Camp
- Salary:** \$65,000 – \$99,000 per year, DOE
- Classification:** Full Time, Regular, Exempt, Non-Entry Level

Summary: Under the direction of the Karuk Health & Human Services (KHHS) CEO, this position plans, directs and coordinates the operations of KHHS 's organization. The operations manager is responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.

Application Deadline: February 5, 2024 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. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Coordinates, manages and monitors the workings of Health Clinic Managers, Program Services Coordinator, and the Karuk Child Welfare Services throughout the Tribe and organization.
2. Reviews financial statements and data, makes recommendations to CEO.
3. In conjunction with the CEO, assists in the preparation and control of operational budgets.
4. Assists CEO in the improvement of processes and policies in support of organizational goals.
5. Formulates and implements departmental and organizational policies and procedures to maximize quality of care.
6. Monitors adherence to rules, regulations and procedures.
7. Assists the Risk Manager and department staff to maintain the federal government's Occupational Safety and Health Administration (OSHA) compliance and assigns protocol and procedures as needed to ensure a safe working environment for patients and staff.
8. Assists the HHS Compliance Manager with accreditation, credentialing and licensing as needed.
9. Supervises and monitors appropriate staff as well as evaluate performance. Serves on employment screening and interview teams (or committees, your choice of terms).
10. Facilitates coordination and communication between support functions within KTHHS projects and employees.
11. Serves as Liaison with senior KHHS management.
12. Assists in the development of strategic plans for operational activity.

13. Implements and manages operational plans.
14. Assists in the creation & administration of grant proposals.
15. Oversees Clinic operations.
16. Assists with the implementation and knowledge of HRSA's 340B program.
17. When CEO is out of office, serves as interim; maintains Karuk Tribal Health and Human standards and compliance with KTHHSP policies and Procedures and other organizational standards.
18. Available to travel as required.
19. Willingly accepts other 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 and displays the ability to establish and maintain harmonious working relationships 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 and operations management.
5. Knowledge of general business and management principles and practices and understanding of Dept. of Human Services principles, practices, and regulatory requirements.
6. Information technology skills.
7. Knowledge of grant administration procedures and associated regulations related to state and federal grants, specifically.
8. Demonstrated ability to work both independently as well as in a team environment and adept at conflict management.

Requirements:

1. Bachelor's degree in Health or Business Management; or an Associate's degree with 5 years of progressive healthcare administration and/or leadership; and experience in rural healthcare and Tribal healthcare clinical operations,
2. Must have demonstrated ability in critical thinking and problem-solving.
3. Shall be readily available for local and out of the area travel as required for job related training, meetings, etc.
4. Shall consistently attend all required meetings and functions as requested and is courteous in

accepting other job duties as assigned.

5. Must promote excellent patient care as the priority. Promotes a healthy and safe working environment that builds moral with staff and administration.
6. Must be highly skilled in planning, organization and follow up.
7. Must be a self-starter with a “can-do” attitude.
8. Must have intermediate office skills as well as a working knowledge of the Microsoft Office Suite.
9. Must have working knowledge of insurance billing/payment procedures and basic knowledge of medical terminology, and anatomy or physiology.
10. Must have excellent mathematical skills, communication skills- both oral and written and time management skills.
11. Must possess valid driver’s license, good driving record, reliable transportation, and be insurable by the Tribe’s insurance carrier.
12. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
13. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccine and hepatitis B vaccine and testing for TB upon hire and per US Centers for Disease Control (CDC) guidelines as required. Annual Flu Immunizations are required. Must have an annual health examination within the first 15 days of employment and yearly, before the anniversary of hire date.
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.

Review Committee Approved: January 24, 2024

Employee’s Signature: _____ **Date:** _____