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**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

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**Emergency Posting**

## Vacancy Announcement

**Title:** Senior Nutrition Supervisor

**Reports To:** CEO of Health and Human Service

**Location:** Happy Camp, CA

**Salary:** \$25,000 to \$30,000, depending on experience

**Summary:** The primary responsibilities of the Senior Center Supervisor are to plan, implement and supervise a center-based senior nutrition and activities program serving elders in the communities of Happy Camp and Orleans. Provide caregiver support to Native American informal caregivers through the Title VI Caregiver Support Grant for Elders within the Karuk Tribal Health Program Service Area.

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

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) Tribal (TERO) Preference shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than **5pm, Thursday, May 26, 2016**

Please mail employment applications to Karuk Tribe,  
PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Manager; fax them to (530) 493-1611; or email them to [dlbernal@karuk.us](mailto:dlbernal@karuk.us) by the deadline listed.

## POSITION DESCRIPTION

**Title:** Senior Center Supervisor

**Reports To:** CEO of Health and Human Services

**Location:** Orleans, with frequent travel to Happy Camp

**Salary:** \$25,000 to \$30,000, depending on experience

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

**Summary:** The primary responsibilities of the Senior Center Supervisor are to plan, implement and supervise a center-based senior nutrition and activities program serving elders in the communities of Happy Camp and Orleans. Provide caregiver support to Native American informal caregivers through the Title VI Caregiver Support Grant for Elders within the Karuk Tribal Health Program Service Area.

**Responsibilities:**

1. Shall plan, implement and supervise a Monday through Friday senior nutrition program that meets Title III and Title VI senior nutrition program requirements; this program will have two locations in the communities of Happy Camp and Orleans. Shall also facilitate the recruitment and selection of a cook for the senior nutrition program and supervise the assigned duties of the cook, including menu planning, purchasing and meal preparation.
2. Shall manage program budgets (Title III and Title IV) and submit required reports to funders on a timely basis. Effectively manages resources and schedules.
3. Shall arrange and or provide home delivery of meals to Elders in the communities of Happy Camp and Orleans.
4. Shall keep updated on services and funding available to both Siskiyou and Humboldt Counties for the community.
5. Shall maintain daily senior center logs and Elder's outreach activity logs; prepare monthly reports of activities; maintain client files.
6. Shall participate in program-directed training opportunities, and pursue an appropriate professional development plan.
7. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

8. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

Must possess high school diploma or equivalent and a minimum of three years' experience in Elders services, social services, or community health services that includes at least one years' experience in program or project administration.

Must have knowledge of Elders nutritional requirements; ability to follow federal nutrition program guidelines and to plan a senior nutrition program that is compliant with Federal Grant Management Guidelines.

Must have ability to plan, organize, direct, coordinate, and report about senior and Elders outreach activities; ability to adhere to an established budget and recommend budget modifications.

Must have knowledge and respect for Karuk Tribal traditions and values; heartfelt commitment to health and welfare of Tribal and other Elders.

Must have ability to communicate and work effectively in a helping role with Tribal and other community members; ability to motivate and empower them, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.

Must have ability to initiate and follow through on complex administrative tasks, manage time well, meet deadlines, and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.

Must have commitment to serving Tribal communities; public relations experience desirable.

Must have ability to use computer data/word processing programs as professional tools.

Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

10. Must adhere to confidentiality policy.

11. Must successfully pass a drug and alcohol screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: Revised June 14, 2007, Revised January 10, 2008**

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

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