

---

**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:** Substance Use Disorder Program Manager

**Reports To:** Director – Child and Family Services

**Location:** Yreka, Happy Camp, and/or Orleans

**Salary:** \$50,000 - \$75,000 DOE

**Classification:** Full Time, Regular, Exempt

**Summary:** The Program Manager shall be responsible for program content, supervising staff and administrative duties. The Program Manager ensures that staff receives continuous training with the latest techniques. The Program Manager shall provide education and training to other staff. The Program Manager shall collaborate with other county programs to identify problems, trends and demands for service in the service area and shall collect and analyze data for the organizational improvement activities. The Program Manager shall participate with professional and personal integrity as a team member providing continuity of care in compliance Tribal, Federal, State and Professional laws and regulations.

### **Application Deadline: September 22, 2017**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) 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/jobs/](http://www.karuk.us/jobs/) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041 Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

<b>Title:</b>	Substance Use Disorder Program Manager
<b>Reports To:</b>	Child and Family Services Director
<b>Location:</b>	Yreka, Happy Camp, and/or Orleans
<b>Salary:</b>	\$50,000 – \$75,000.00 DOE
<b>Classification:</b>	Full Time, Regular, Exempt

**Summary:** The Program Manager shall be responsible for program content, supervising staff and administrative duties. The Program Manager ensures that staff receives continuous training with the latest techniques. The Program Manager shall provide education and training to other staff. The Program Manager shall collaborate with other county programs to identify problems, trends and demands for service in the service area and shall collect and analyze data for the organizational improvement activities. The Program Manager shall participate with professional and personal integrity as a team member providing continuity of care in compliance Tribal, Federal, State and Professional laws and regulations.

### Responsibilities:

1. Provides management to the Karuk Tribe Substance Use Disorder Program and staff.
2. Provides Case supervision to Karuk Tribe Substance use Disorder staff.
3. Shall in consultation with the Director, provide budgeting and financial management of the division.
4. Shall manage and oversee MOU's, contracts, etc. with other tribal and community programs.
5. Shall prepare and present a variety of periodic and special reports of both a professional and administrative nature.
6. Shall coordinate clinical activities of Substance Use Program Counselors.
7. Shall work with the Director to seek additional funding for treatment and services.
8. Shall provide counseling and/or psychotherapy services as needed to Substance Use Disorder participants.
9. Shall have knowledge of current trends in Federal, State and local substance abuse programs including medication assisted treatment.
10. Shall work within a multidisciplinary team when appropriate.
11. Shall be available for local and out of the area travel as required for job related training.
12. Shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting 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 establish and maintain harmonious working relationships with other employees and the public.
3. Excellent oral and written communication skills.
4. Have knowledge of the principles and practices of planning, organizing and supervising community substance abuse programs.
5. Knowledge of Domestic Violence Batterers' Intervention Programs and Driving Under the Influence Program content desirable.

6. Knowledge of current developments in the field of community mental health and/or substance abuse including co-occurring disorders.
7. Experience and/or ability to respect cultural differences.
8. Knowledge of laws, rules and regulations governing the operation of Substance Use Disorder programs and the role and responsibilities of Substance Use Disorder Counselors.
9. Knowledge of the principles and practices of organization, workload and time management.
10. Proficient in the operation of a personal computer, electronic health care records,  
other office equipment and related software.

**Requirements:**

1. Any combination of training and experience, which would provide the required knowledge and abilities. Including:

At least three years of licensed or certified professional experience in a multidisciplinary substance abuse program which includes experience in administrative management and/or clinical supervision that demonstrates possession of the knowledge and abilities

**AND**

- a. PhD. In clinical psychology from an accredited school; **OR**
  - b. Master's degree in Social Work from an accredited school of social work; **OR**
  - c. Master's degree in Marriage and Family Counseling, Psychology, Counseling, or a related field from an accredited school; **OR**
  - d. Licensed Advanced Alcohol and Drug Counselor (LAADC)
2. Must adhere to professional standards, code of ethics, and the Tribe's policies and procedures as they relate to client care.
  3. Must adhere to confidentiality including HIPAA and 42 CFR Part 2.
  4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
  5. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim; or a drug felony.
  6. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
  7. Must be able to provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B vaccine.
  8. Must immunize for influenza annually.
  9. Must test annually for TB.
  10. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
  11. If applicable, must be in recovery and have two years of documented recover time.

**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.

**Council Approved: July 27, 2017**

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

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