

Executive Director of Health and Human Services

Reports To:	Tribal Chairman
Supervises:	Health Program, Information Technology Manager, Social Services Program, Senior Nutrition Supervisor
Salary:	Depends on Experience
Location:	Happy Camp Administration Office

Summary: The Executive Director of Health and Human Services 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 Programs with other agencies. The Executive Director 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, staff meetings and task forces; and shall attend meetings of the Karuk Tribal Council. Shall prepare budgets and monitor expenditures, and seek additional funding to increase the resource base; shall report to the Tribal Chairman, Tribal Council and Health Board as required.

1) What are your typical job responsibilities?

I oversee all of the Health and Human Services (HHS) programs for the Tribe. Our locations of services are Yreka, Happy Camp and Orleans. The types of programs that fall in this division of approximately 100 employees are primary care clinics, dental clinics, mental health, substance abuse, community outreach, quality management/compliance, information technology, senior meals, social services (foster care) and the business office.

2) How do you really spend your day?

With the logistics of our clinics and programs, I do most of my communication with the 20 professionals that I supervise, through e-mail, phone conversations, teleconferencing face to face dialogue, workgroups, meetings and internal instant messaging. Communication and dissemination of information is constantly flowing up and down the chain of command with my supervisors and managers and also out to staff. On a daily basis, I use critical & decision analysis skills and problem solving skills. I am involved with recruitment of professional staff, personnel issues, hiring, coaching, mentoring and team building. I am involved with new initiatives that require networking and relationship building with representatives from local, state and federal agencies. I chair several committees such as the HHS Managers meeting, Performance Improvement committee, Electronic Health Records workgroup, Yav pa anav (Wellness Forum). These meetings require a good deal of preparation, tracking and follow-up. I represent the HHS division at the Health Board Meeting along side the managers that I supervise.

3) How do you organize your day to ensure you get everything done?

I am a list maker. I write out the priorities for the day and usually end up re-prioritizing on a daily basis. I keep some large, long term tasks on a flip chart on my wall, other tasks in my Microsoft Outlook. When I come in the morning, I check my calendar, check my phone messages and check my e-mail unless I have meetings that particular day. I make an effort to get through and reply to any calls or emails by the end of the day unless I am out of the office. When I am out of the office and upon my return, I usually block out 2+ hours and sequester myself in my office (short of a disaster), which includes a nice note on the outside of my door

that says, "On deadline, thank you." My practice is to return all correspondence in 2 days but most of the time it is the next day unless I am on travel status or personal leave.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

My mother use to tell me that I could not depend on making a living by being a musician and I needed a stable income. So, I attended nursing school and became an RN. Although, I practiced for 10 years, I felt that I wanted to spread my wings so I went back to school and got a teaching degree (BSEd). That was really a stepping stone to ultimately getting my MBA which had been in the back of my mind for many years. With the support of my family, I have been able to fulfill my dreams and have some wonderful windows of opportunity open. Through the years, I have been blessed to be exposed to many wonderful people and cultures.

5) Uppers; what is the thing that you love most about your job?

I love my job most when I can feel the compassion and gratitude coming from the team of employees that I work with and know that all of our hearts are really in the same place and we are willingly working towards the same goal.

6) Downers; what is the thing that you love least about your job?

When I observe the occasions where there is the intentional hurting of people by others being mean or hurtful.

7) What inspires, excites, and/or motivates you in your job?

A simple thank you motivates me.

Also, when I am in meetings or walking down the hallway or passing an office and I hear laughter or see hugging. Sometimes we take things so seriously and we forget that we are on the same side. When I see the comradery, caring attitudes and folks going the second mile, it is invigorating.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

40-50 hours a week (it depends on what is going that week on whether I work after hours or on the weekend), 8-10 meetings a week, 8-10 appointments a week, 175-250 emails a week.

9) How do you relieve stress?

Meditate, walk, read, and travel.

10) Does your job include a lot of traveling? Do you enjoy it?

I like a balance of travel. I have been traveling to Yreka quite a bit this past year. I will go out of state about 4 times a year and in-state about 4 times a year (mostly Sacramento area).

11) What advice would you give to someone interested in this line of work?

Have your feet firmly planted and keep a positive attitude.

12) What does a typical day in your world look like?

Every day I wake up is a gift.