

## **POSITION DESCRIPTION**

**Title:** Tribal Employments Rights Ordinance (TERO) Director

**Reports To:** Tribal Chairman and TERO Commission

**Location:** Happy Camp Administrative Office

**Salary:** \$30,000 to \$40,000, depending on experience

**Summary:** The TERO Director ensures that all Tribal departments, programs, sub-entities, and their contractors comply with all applicable Tribal, Federal, and State employment laws, including the Tribal Employment Rights Ordinance (TERO) and the Indian Preference Act. Shall also be responsible for administering the BIA-funded Adult Vocational Training (AVT) Program and the DHHS-CCDF funded Childcare Programs.

**Classification:** Full-time, Regular, Exempt

**Responsibilities:**

1. Maintains documentation required to certify eligibility for employment under the provisions of the TERO and Indian Preference Act; certifies TERO/Indian Preference eligibility for purposes of employment with the Karuk Tribe, its sub-entities and TERO-governed contractors; maintains a list of pre-qualified TERO applicants, as well as TERO-related employment applications.
2. Collaborates with Tribal managers and supervisors to guide employee recruitment, application, interview, background check and selection process consistent with the TERO, Indian Preference Act and all applicable employment laws.
3. Assists TERO-certified applicants and employees in filing complaints under the provisions of the TERO; serves as the impartial agent responsible for investigating, researching, documenting and reporting any information required by the TERO Commission within established timeframes.
4. Facilitates employment of TERO applicants as authorized by the Tribal Council and TERO Commission; ex: by providing specialized clothing, footwear, gear, tools, or other resources needed for job performance.
5. Monitors hiring of personnel by the Karuk Tribe of California, its sub-entities and TERO-governed contractors to ensure compliance with the Tribal Employment Rights Ordinance; prepares reports on degree of compliance for the TERO Commission.

6. Plans, organizes, directs, coordinates, and reports on the activities of the Tribe's TERO Office; trains and supervises other subordinate staff, when available, in activities related to clerical support required by the TERO Office.
7. Attends meetings of the Karuk Tribal Council and advises as necessary and appropriate regarding Tribal hiring practices and compliance with TERO/Indian Preference.
8. Administers the BIA-funded Adult Vocational Training (AVT) Program.
9. Administers the DHSS-CCDF funded Childcare Programs by:
  - a. Analyzing financial and other information to determine initial or continuing eligibility for Tribal childcare programs;
  - b. Maintaining current knowledge of regulations, rules and policies governing Tribal childcare programs and explaining these regulations, rules and policies to applicants, apprising them of their rights, responsibilities and eligibility for program participation;
  - c. Ensuring timely completion, and verifying the accuracy, of childcare program application forms and supporting documentation and resolving discrepancies in data by securing clarifying documentation from applicants;
  - d. Verifying that childcare providers meet program requirements; completing home visits to ensure a safe environment exists for childcare recipients; and processing bi-weekly timesheets for payment by the Fiscal Office; and
  - e. Organizing and maintaining Tribal childcare program participant files, records and documents according to the Tribe's confidentiality policies; updating databases continuously, and meeting internal/external deadlines for submission of updated information/reports pursuant to agency requirements.
10. 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.
11. 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:**

1. Must possess high school diploma or equivalent and verifiable training in administrative approaches and legal procedures required for successful implementation of the Tribal Employment Rights Ordinance and Indian Preference Act (ex: certificates of completion specifying what courses, seminars, and workshops have been completed).
2. Must have a minimum of one years' administrative experience, including responsibility for recruitment and selection of employees in compliance with the Tribal Employment Rights Ordinance and Indian Preference Act.
3. Must have demonstrated knowledge of federal employment law, fair employment practices, Tribal and Indian Preference laws.
4. Must have knowledge of Karuk Tribal history, traditions and values.
5. Must have working knowledge of Federal and State contract and grant management activities as they pertain to TERO, Indian Preference, and EEOC issues.
6. Must have demonstrated ability to communicate effectively with governing boards, management team members and other professional colleagues regarding employment practices.
7. Must have demonstrated ability to community and work effectively in a helping role with Tribal and other community members; ability to motivate and empower others, 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.
8. Must have demonstrated ability to define problems, collect data, establish facts and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend problem-solving strategies to governing boards, managers, directors and supervisors.
9. Must have demonstrated abilities 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.
10. Must have demonstrated ability to work well in culturally diverse environments; demonstrated cultural competence and commitment to serving Tribal communities; public relations experience desirable.
11. Must have strong oral and written communication skills; demonstrated ability to use computer data and work processing programs as professional tools.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must adhere to confidentiality policy.
14. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

**Council Approved: March 2000**

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

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