
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

Position: Karuk Tribal Elders Program Coordinator

Reports to: Director of Karuk Tribal Elders Program

Supervises: As assigned

Location: Yreka, Happy Camp, Orleans, CA

**Assigned
Work Location:** Does not apply

Salary: \$70,000- \$80,000

Classification: Exempt, Full-Time, Regular

Summary: The Karuk Tribal Elders Program Coordinator assists the Director of the Karuk Tribal Elders Program (KTEP) providing the oversight and support of services. Assists in ensuring that education, care giving services, nutrition, culture, language, and health and wellness are focused areas of service. The KTEP Coordinator ensures that the efforts of organized social, emotional/mental, physical, and recreational activities are carried out. Supports current programs while working to expand additional services under the direction of the Director KTEP. Engages elders in a kind, respectful and friendly manner.

Application Deadline: November 10, 2025 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. 7034 or 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Assists in the daily operation of the KTEP as assigned by the Director, conducts data collection, program assessments, intake, compliance, support, and coaching of staff, while handling questions within program goals, setting up for programs/events and handling urgent situations.
2. Participates in the planning, organization and operations of the Senior Nutrition Centers and Human Services programs as assigned.
3. Performs regular evaluations of the Senior Centers to comply with funding agencies, collaborators or partners to determine interests and needs of the Karuk Tribe and its current and future elders. Ensures outreach activity goals are achieved, including data and trend collection to achieve quality improvement and ensure quality in delivery services.

4. Assists the Director with the development of programs and delivery of services to the elder community and their care givers based on identified needs, funding sources, and quality of care.
5. Assists in the development of year-round, high quality programs and activities to meet healthy and happy activities.
6. Prepares presentations of programs and submits to Director for review and approval. Ensures effective and efficient use of budgeted funds, materials, facilities, and time. Provides a wide array of community workshops, events, trainings, and relevant classes for the program participants.
7. Assists director in identifying and applying for new grant funding for additional special programming and services for elders, caregivers and their families.
8. Coordinates and purchases materials, supplies, and equipment as needed, including the coordination/booking of vendors. Attends events to ensure the event runs smoothly; monitors events in progress.
9. Works with the Tribe's Public Relations Department to promote programs and offerings of the program. Works on developing and maintaining new and improved methods of publicity and information sharing, such as press releases, photos and videos, updates to webpage, Facebook and other social media, etc. Creates supplemental flyers for program marketing to promote programs and events that are culturally relevant and focused on department goals.
10. Coordinates and collaborates with internal and external partners to bring new and innovative programs to elders in the communities of the Tribe and participants in the KTEP.
11. Participates in professional development opportunities, such as relevant trainings, conferences, and webinars as requested or required.
12. Manages assigned participant issues and enforcement of behavior and standards of care with participants and caregivers. Ensures volunteers are trained on the proper use of Health and Human Services (HHS) database, including program registration and the implementation of online registration.
13. Maintains a priority system in accepting other position related duties as assigned.

Qualifications:

1. Ability to interact with seniors/elders with sensitivity, tact, and understanding.
2. Ability to respect and maintain confidentiality and to communicate clearly in written and oral form.
3. Ability to work independently and be self-motivated.
4. Degree in human services, social work, community health, or related field desirable.
5. Aging life care professional certification or demonstrated education is preferred.

Requirements:

1. HS/GED required; Associates or Bachelor's degree in human services, social work, community health and/or related field_ preferred"
2. 2 Years' experience in community or in-patient / out-patient setting, demonstrated knowledge of elder services network and demonstrated work achieved. Must have 2 years supervisory experience in one or more disciplines.
3. Must possess thorough knowledge of office equipment and computer applications including.
4. Must have demonstrated ability to understand and comply with PSA Area on Aging, Bureau of Indian Affairs (BIA) Compact programs, Indian Health Services (IHS) and California Rural Indian Health Board (CRIHB).
5. Must have proficient administrative skills and computer skills (i.e., Microsoft Office Suite), including strong interpersonal communication skills, writing skills, as well as solid computer skills. Excellent organizational skills and exceptional customer service skills are of the utmost importance. Anticipate, schedule, and coordinate equipment, operations, volunteers, and services for activities in various stages of planning and execution.
6. Must provide documentation of immunity to measles, and rubella, hepatitis B or become vaccinated with the recommended vaccine, test for Tuberculosis (TB) as US Centers for Disease Control (CDC) recommends, and annual influenza vaccine. Must have an annual health examination.
7. Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier. Must possess first aid/Cardiopulmonary Resuscitation (CPR) certification and remain current and active. Or possess within 6 months of hire.
8. Must successfully pass pre-employment drug screening test and be willing to submit to a Federal Bureau of Investigation (FBI) and criminal background check.

Tribal Preference Policy: In accordance with 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.

Committee Approved: **NEW**

Employee's Signature: _____

NOTE: employee must sign position description annually, during their evaluation.