
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

Title: 477 Program Deputy Director
Reports To: 477 Program Director or Designee
Supervises: 477 Program Staff
Location: Yreka, Orleans, or Happy Camp, CA
Assigned Work Location: Yreka, Orleans, or Happy Camp, CA
Salary: \$85,000 - \$105,000

Summary: This position will assist in the management of the Karuk Tribe 477 Department and oversee the comprehensive tribally-facing service program of the Karuk Tribe consisting of tribal employment, training, education, and related program services (components) under a single service delivery point. The Indian Employment and Training and Related Program Act, P.L. 102-477, permits Tribes to consolidate multiple formula funded grants relating to employment into a single grant with the Bureau of Indian Affairs (BIA). Additionally, this position will assist in advising the Tribal Council through the Program Director of all activities related to the various several components. This position provides updates to Tribal Council on 477 program activities.

Classification: Full time, Regular, Exempt, Non-Entry Level

Application Deadline: November 13, 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. 2043 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. The Deputy Director serves as the Director's subordinate, providing support and taking on responsibilities as assigned, often acting in the director's absence.
2. Assist in the implementation, monitoring, and continuous evaluation of the Tribes 477 Service Plan.
3. Develops methods and procedures to improve the delivery of employment, training, education, and related services for all 477 program participants in accordance with program policy and regulation.
4. Supports the planning, development and execution of policies and procedures to provide tribal employment, education and training services under authority of the Karuk Tribe, federal programs and state regulations.
5. Manages and supports the 477 program staff including, but not limited to Temporary Assistance for Needy Families (TANF) program, Education program, Head Start, Youth and Child programs, Child Care Services, Low Income Home Energy Assistance Program (LIHEAP).
6. Ensures staff education and development.
7. Assist with the preparation for and completion of audits to ensure compliance to program policies and regulations.
8. Assist in the development of budgets for ongoing and new programs.
9. Manages expenditures in accordance with approved budgets, and allowable federal regulations to ensure that appropriate internal controls are followed.
10. Reviews operating and financial reports to determine effectiveness of program.
11. Coordinates and develops all required reporting for submittal to the funding agencies in a timely manner.
12. Assist with reviewing all budgetary expenditures for PL 102-477 compliance purposes.
13. Ensures budget is reconciled on a regular basis with staff and finance department.

14. Ensures that specific services associated with scholarships, employment, post-secondary technical training, childcare services, Temporary Assistance for Needy Families [TANF] and public assistance is available.
15. Shares responsibility for operations within the program such as staff services counseling, testing, job analysis, job placement, recruitment, and staff training, and professional and personal development to achieve program objectives.
16. Leads all personnel in each 477 Program component to ensure services are coordinated and accessible to eligible participants.
17. Initiates and follows through on assigned personnel and programmatic evaluations and assessments.
18. Oversees and monitors participant data base and evaluates performance of all program components.
19. Regularly monitors performance levels of the program to ensure quality delivery of services.
20. Prepares and reviews assigned programmatic reports to funding agencies and tribal organizational requirements.
21. Attends and actively participates in conferences with government officials, employers, labor leaders, and other parties to secure assistance in formulating policies for new or ongoing programs.
22. Assists and participates in program managers meetings, and other meetings as scheduled for the purpose of disseminating information.
23. Performs other duties as assigned.

Qualifications:

1. Has the proven ability to work effectively with Native American people in a culturally diverse environment.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to establish and maintain harmonious working relationships with other employees, funders, public agencies, tribal, federal and state governments & the public.
4. Has the ability to understand and follow oral and written instructions.
5. Has the ability to assist with the development of program activities, goals, and objectives.
6. Ability to use a variety of computer programs and in particular to understand and when necessary operate data tracking and other software.
7. Excellent oral, written and culturally sensitive communication skills.
8. Ability to exercise independent judgment and make sound rational decisions based on information at hand.

Requirements:

A typical way to obtain the required knowledge and skills would be:

- Bachelor's degree in Business Administration, Public Administration, Human Services, Social Work/Sciences Career Counseling, Liberal Arts or related field from an accredited college or university, with a minimum of five (5) years of relevant and progressive work experience in a Social Service, Early Childhood Education, staffing and related services programs in a management or administrative capacity; **OR** a Associates Degree in Business Administration, Public Administration, Human Services, Social Work/Sciences Career Counseling, Liberal Arts or related field from an accredited college or university with ten (10) years direct work experience as a Program Manager/Director with a knowledge of welfare, staffing and related service programs plus related management experience.
- Any combination of training or work experience mention above that would provide the knowledge and skills to successfully perform the listed duties is qualifying without a degree.
- Must be an effective and proven program administrator.
- Working knowledge and proven track record in contract and related grant management and administration and program operations.

- Strong knowledge of Welfare services, Native Employment Works (NEW) and TANF) Child Care Development, as well as US Department of Labor (USDOL), Department of Health & Human Services (DHHS) and BIA, specifically P.L. 93-638 program rules and regulations.
- Knowledge of P.L. 102-477 program and funding process.
- Knowledge of childhood and adult education and court-ordered programs.
- Strong technical writing skills.
- Knowledge of program evaluation and data collection techniques & tools.
- Skilled in budget preparation, management, and implementation.
- Ability to exercise independent judgment and make sound rational decisions based on information at hand.
- Ability to motivate and train staff to enhance coordination and collaboration of services.
- Ability to communicate effectively in oral and written English.
- Ability to supervise, train and evaluate personnel.
- Extensive knowledge of the tribal government system and structure of the organization.
- Must have highly developed organizational and negotiation skills.
- Computer literate especially use of Microsoft Office Suite products.
- Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier
- Must adhere to the Tribe's confidentiality and personnel policies.
- Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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.

Committee Approved: March 27, 2025

Employee's Signature: _____