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**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  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Grant Writer/Manager

**Reports To:** CEO of Health & Human Services (HHS), or Designee

**Location:** Happy Camp, CA/ Yreka, CA

**Assigned Work Location:** Happy Camp, CA/ Yreka, CA

**Salary:** \$70,000 - \$95,000 per year, DOE

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

**Summary:** The Grant Writer will find, draft, submit and manage all grants the Health & Human Services Program has and will help in assessing immediate and long-term needs of the Tribal Health & Human Services program and departments throughout Health & Human Services; planning new and expanded programs of service; researching and writing grants & funding proposals.

**Application Deadline: November 17, 2025 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

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### Responsibilities:

1. Monitors Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the Health & Human Services program; responds to notifications and inquiries received from Tribal Health Program administrators and outside entities i.e. Indian Health Services(IHS), California Rural Indian Health Board (CRIHB), or Health Resources and Services Administration (HRSA) and shares information regarding resource availability with Tribal administrators and health department directors.
2. Meets regularly with Tribal Health & Human Services (HHS) leadership to review grant opportunities and prioritize and develop funding priorities. Following review and prioritization, potential funding priorities will be established with Tribal HHS administration and the health department leadership to maintain consistency with the mission of the Tribal health program.
3. Acts as project leader for all assigned grant applications. Creates time line for grant completion and gathers the necessary information/documentation to inform Tribal health leadership for grant completion. Performs necessary research to supplement application narrative, budget, or attachments.
4. Maintains existing grants by ensuring all deliverables and reporting timelines are met in a timely manner. Will manage the budgets for all grants to make sure they're met.

5. Submits grant applications for review, prior to approval, in accordance with Tribal Policy.
6. Participates with members of the leadership healthcare in long-term strategic planning processes as well as in short-term problem-solving processes.
7. Completes and submits monthly Council reports to be submitted to Supervisor for presentation to Council.
8. Responsible for developing and submitting health program grants and reoccurring funding opportunities in accordance with Tribal policy.
9. Facilitates program coordination and optimum resource utilization by serving as a liaison between Tribal health departments and programs including attending regular department meetings, meeting with department directors as assigned to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities as needed.
10. Reviews and edits health program grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions.
11. Maintains a transparent filing system, submitting copies of grants files to Contract Compliance Specialist, Fiscal Department/ Controller, and providing Self-Governance with copies of Tribal Resolutions, returning all phone calls and correspondence (written and electronic), and other related tasks.
12. Adheres to Tribe's and Program's confidentiality and personal policies.
13. Be available for local and out of the area travel as required for job related training.
14. Attends all internal and external meetings and functions as required.
15. Be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated the ability to understand and follow oral and written instructions.
5. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.
6. Be able to plan for and complete tasks that require delayed follow-up.

**Requirements:**

1. AA Degree in English, Communications, Business or related field. Bachelor of Arts (BA) or

demonstrated 4 years of related experience.

2. Minimum 2 years demonstrated experience in serving multi-director organizations, preferably in the field of health care in a communication and grant writing position.
3. Must demonstrate technical writing capabilities and ability to navigate online application systems.
4. Demonstrate abilities to initiate and follow through on complex planning tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in assigned duties.
5. Demonstrate ability to work in culturally diverse environments; demonstrate commitment to serving Tribal communities in a creative, problem solving manner.
6. Demonstrate ability to draw programming connections and identify related goals between programs and departments that will both facilitate the Tribal Health strategic plan and be more competitive when reviewed by funders.
7. Strong oral and written communication skills, demonstrate ability to use computer data and Word processing programs including the Microsoft Office Suite. Ability to scan and convert documents to PDFs, work with spreadsheets, and conduct appropriate Internet research.
8. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination. Annual flu immunization is a must.
9. Must strictly adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
10. Must be a self-starter, well organized, and willing to learn new skills.
11. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug screening test.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It is 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: October 23, 2025 (Council)**

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

**\*\* Employees must sign position descriptions annually, during their evaluation.**