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



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

Vacancy Announcement

Title: Health/Nutrition Coordinator/Site Supervisor

Reports to: Education Director, or Designee

Location: Happy Camp, CA and/or Yreka, CA

Supervises: Head Start Staff including; Teacher and Cook

Salary: \$25.00 to \$29.00/ DOE

Classification: Full Time, 42 weeks per year, Non-Exempt, Non-Entry Level

Summary: Under the supervision of the Education Director or designee, the Health and Nutrition Coordinator (HNC) is responsible for overseeing and monitoring all health, nutrition, food service, and safety components of the Karuk Tribal Head Start Program. The HNC serves as the program lead for the California Adult Child Food Program (CACFP), ensuring compliance with all federal, state, Tribal, and Head Start Program Performance Standards related to health, nutrition, food service, and child safety. Responsibilities include tracking and monitoring health and nutrition requirements, maintaining required records, submitting applications, claims, and reports through the Child Nutrition Information and Payment System (CNIPS), and ensuring ongoing compliance with all applicable regulations. The Health and Nutrition Coordinator works collaboratively with the Family Advocate, teaching staff, parents, health providers, and community partners to identify and address the health, nutrition, and safety needs of enrolled children and families. The HNC is responsible for ensuring that all health, nutrition, and safety services are implemented in accordance with Head Start Program Performance Standards §1302, Subpart D. The HNC must provide site-level supervision, oversight, direction, and support to Head Start staff to ensure safe, efficient, and compliant program operations. The HNC is expected to personally follow and ensure staff adherence to all established policies, procedures, and program requirements. The HNC is expected to serve as a Mandated Reporter as required by Head Start Performance Standards and recertify training as required

Application Deadline: Open Until Filled

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, Fax: (855) 437-7888, Email: Humanresources@karuk.us

Responsibilities:

1. Provides primary supervision and operational oversight of the assigned site while maintaining delegated supervisory authority to support staff and operations at the secondary site as needed to ensure continuity of services, compliance, and program effectiveness.
2. Determines whether each child has ongoing sources of continuous, accessible health-care, provided by a health-care professional within the Head Start required time frame. If a source of ongoing care or access to care has not been identified by the family, the HNC will work with the designated Family Advocate (FA) to ensure the child/family has access to a source of care as quickly as possible. The HNC will document findings and actions consistently into the ChildPlus system and to the Education Director within the required timeframe.
3. Tracks each enrolled child to determine if age appropriate preventative and primary medical and oral health screening are current, and documents findings in ChildPlus (within the required 90-day timeframe). HNC will work with Family Advocate (FA) to assist parents in making the requisite arrangements to bring their child current as quickly as possible. A report for each child will be submitted to the Education Director as required.
4. Ensures schedules and arranges for all sites; ensures that all children have received vision and hearing screenings within the required 45-day timeline and documents in ChildPlus and reports to the Education Director.
5. Identifies and ensures that nutrition services are culturally and developmentally appropriate, meets the nutritional needs of, and accommodates the requirements for each child's nutritional health needs, family, and staff concerns, (including special dietary requirements, and food allergies).
6. Works directly with all teachers and other support staff to provide instruction and general oversight of all health and safety, and nutrition daily classroom activities including oral health practices. Promotes effective oral health hygiene by ensuring all children are assisted by appropriate staff or volunteers, in brushing their teeth with toothpaste containing fluoride once daily.
7. Facilitates and tracks necessary oral health preventive care, treatment, and follow-up including topical fluoride treatments and other oral health treatment as recommended by an oral health professional. Reports to be submitted to the Education Director as required
8. Makes recommendations and referrals for potential issues regarding child health, safety, dental, and nutrition, for parents and program staff, and work with Family Advocate (FA) to identify health professionals as needed for follow-up and treatments.
9. Meets regularly with the Family Advocate (FA) to ensure that all timelines are being met accordingly.
10. Trains cooks/cooks' assistants with the implementation of meal service, checklist standards and other requirements at all sites.
11. Inspects center facilities and trains staff in the areas of nutrition, health, safety, fire, and other emergency procedures. Maintains cleanliness throughout office, lobby, and staff restrooms. Will also ensure that required facility plans according to Karuk Tribal Head Start are in place.
12. Ensures that all hygiene practices are systematically and routinely implemented throughout all sites such as appropriate toileting, hand washing, food preparation, and handling of Blood Borne Pathogens (BBP) are consistent with the Federal Occupational Safety Health Administration (OSHA).
13. Provides oversight for the Karuk Head Start Nutrition program ensuring compliance with the Head Start Performance standards and the CACFP. Ensures the implementation of the meal service checklist and training for each site staff member who provides meal service and delivery.

14. Tracks health, safety and nutrition practices and provides training related to health, safety, and nutrition for staff and parents at each site during the calendar year. Organizes, facilitates, and actively recruits health care providers to participate in semi- annual Health Advisory Committee meetings in the fall and spring each calendar year.
15. Conducts a total of four “Center Monitoring Review Reports” per classroom yearly using a two announced and two unannounced schedule approach.
16. Attends workshops, training, and conferences, to remain current on information, regulations, and guidelines regarding health, safety and nutrition requirements.
17. Maintains confidentiality in all matters relating to the children, parents, and staff.
18. Performs other job-related duties as assigned.
19. Adheres to Tribe's and Program's confidentiality and personnel policies.
20. Be available for local and out of the area travel as required for job related training and various activities.
21. Attends all required meetings, trainings and functions.
22. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Cultural Competency: Displays some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children, parents, and other staff is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of Karuk Tribal Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates, and assists to meet the goals of all components of the Karuk Tribal Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents, co-workers, and all staff.
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Education Director, or designee.
6. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
8. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
9. Demonstrated ability to understand and follow oral and written instructions.
10. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Associate's Degree in Health Education, Public Health, Nutrition, Nursing, Health Administration, Early Childhood Education, or a related field.
2. Must possess a minimum of two (2) years of supervisor experience.
3. Must have one (1) year experience working with children, ages 3-5 and families with respect of their individual cultures.
4. Must have expert knowledge of Health/Safety & Nutrition practices, principles, and objectives of the Head Start Program and best practices in early childhood development.
5. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct, Confidentiality Statement, and the Karuk Tribe Personnel Policies.
6. Must complete annual Health Insurance Portability and Accountability Act (HIPAA) training.
7. Must have proven experience in planning and implementing nutrition activities for children age 3-5 and their families, parent engagement, records maintenance, preparing reports, and data entry.
8. Must be comfortable with or have experience in working with healthcare professionals including doctors, dentists, hygienists, and mental health therapists.
9. Must meet all Head Start, Tribal, and regulatory requirements including CPR/First Aid certification, as applicable.
10. Must successfully pass an initial medical examination and Tuberculosis (TB) test. Must be willing to submit to a periodic rescreen for medical examination and TB tested every two years.
11. Must be certified or able to be certified in Mandated Reporting and follow all reporting requirements within one-month of hire. Must be willing to be recertified as required.
12. Must protect tribal resources, equipment, records and property and immediately report suspected misuse, loss, damage or unauthorized removal of property to the Education Director, or designee.
13. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lbs.
14. Must be willing to submit to fingerprinting and background clearance every five years.
15. Must be a self-starter, well organized, and willing to learn new skills.
16. Must possess valid driver's license, good driving record, and insurable by the Tribe's insurance carrier..
17. Must successfully pass a pre-employment drug screening test.
18. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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.

Head Start Parent Preference: Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

Committee Approved: July 14, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25