
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

Vacancy Announcement

Title:	477 Program Director
Reports To:	Chief Executive Officer (CEO), or Designee
Supervises:	477 Program Deputy Director, 477 Program Staff
Location:	Yreka, CA/ Orleans, CA/ or Happy Camp, CA
Assigned Work Location:	Yreka, CA/ Orleans, CA/ or Happy Camp, CA
Salary:	\$95,000 - \$115,000 per year/ DOE
Classification:	Full Time, Regular, Exempt, Non-Entry Level
Summary:	This position oversees and supervises the Karuk Tribe 477 Department and directs a 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 advises the Tribal Council through the CEO of all activities related to the various several components. This position provides updates to Tribal Council on 477 program activities.

Application Deadline: August 27, 2026 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/ 7034, Fax: (855) 437-7888,
Email: humanresources@karuk.us

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

POSITION DESCRIPTION

Title: 477 Program Director

Reports To: Chief Executive Officer (CEO), or Designee

Supervises: 477 Program Deputy Director, 477 Program Staff

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

Assigned Work Location: Yreka, CA/ Orleans, CA/ or Happy Camp, CA

Salary: \$95,000 - \$115,000 per year/ DOE

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

Summary: This position oversees and supervises the Karuk Tribe 477 Department and directs a 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 advises the Tribal Council through the CEO of all activities related to the various several components. This position provides updates to Tribal Council on 477 program activities.

Responsibilities:

1. Directs the implementation, monitoring, and continuous evaluation of the Tribes 477 Service Plan to ensure compliances and service commitments.
2. 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 regulations.
3. Plans, develops, and executes policies and procedures to provide tribal employment, education, and training services under authority of the Karuk Tribe, federal programs, and state regulations.
4. Leads and supervises 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).
5. Oversees programmatic audits to ensure compliance.
6. Advocates for the 477 Program at legislative level. Ensures that all program functions meet all P.L. 102-477 requirements.
7. Develops annual budget for ongoing and new programs.
8. Administers expenditures in accordance with approved budgets, and allowable federal regulations and tribal policies.

9. Analyzes operating and financial reports to determine effectiveness of program.
10. Coordinates all required reporting for submittal to the funding agencies in a timely manner.
11. Ensures budget is reviewed and reconciled on a regular basis with staff and finance department.
12. Provides technical assistance to program staff to ensure that program services are available to program participants.
13. Responsible for oversight of program staff development in order to provide quality services to program participants
14. Oversees and monitors participant data base and evaluates performance of all program components.
15. Coordinates services with school representatives, community agencies and students to provide information and improve accessibility and counseling/guidance services.
16. Prepares and reviews required programmatic reports to funding agencies and tribal organizational requirements.
17. Leads and/or participates in program managers meetings, and other meetings as scheduled for the purpose of disseminating information.
18. Adheres to Tribe's and Program's confidentiality and personnel policies.
19. Be available for local and out of the area travel as required for job related training and various activities.
20. Attends all required meetings, trainings and functions.
21. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Has the ability to establish and maintain harmonious working relationships with funders, public agencies, tribal, federal and state governments.
2. Demonstrated experience and ability developing program activities, goals, and objectives; creating program evaluation tools and evaluating the effectiveness of the program.
3. Experience and ability to handle a million dollar plus program, especially at the Tribal level.
4. Ability to exercise independent judgment and make sound rational decisions based on information at hand.
5. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
6. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
10. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must have:
 - a. 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

- b. An Associate'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 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; OR

2. Must be an effective and proven program administrator.
3. Working knowledge and proven track record in contract and related grant management and administration and program operations.
4. Knowledge of P.L. 102-477 program and funding process.
5. Strong technical writing skills.
6. Working knowledge of program evaluation and data collection techniques & tools.
7. Skilled in budget preparation, management, and implementation.
8. Ability to exercise independent judgment and make sound rational decisions based on information at hand.
9. Ability to motivate and train staff to enhance coordination and collaboration of services.
10. Ability to communicate effectively in oral and written English.
11. Ability to supervise, train and evaluate personnel.
12. Extensive knowledge of the tribal government system and structure of the organization.
13. Must adhere to the Tribe's confidentiality and personnel policies.
14. Must be a self-starter, well organized, and willing to learn new skills.
15. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
16. Must successfully pass a pre-employment drug screening test.
17. 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 contest or guilty plea to any felonious offenses or two or more misdemeanor offenses 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.

Committee Approved: August 13, 2026

Employee's Signature: _____

Form Approved by Council 11/20/25