
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

- Title:** Chief Executive Officer (CEO) of Health and Human Services (HHS)
- Reports to:** Tribal Chairman and Health Board
- Location:** Yreka, CA/with travel to Happy Camp, CA and Orleans CA
- Supervises:** Purchased Referral Clerk (PRC) Supervisor, Operations Manager, Medical Director, Clinic Physicians, Public Health Nurse (PHN), Business Office Director, HHS Grant Writer, Human Services Director, Elders Program Director, Dental Providers, and the Dental Director.
- Salary:** \$120,000 - \$175,000 per year/DOE
- Classification:** Full Time, Exempt, Non-Entry Level

Summary: The Chief Executive Officer (CEO) of the Karuk Tribe Health & Human Services (KTHHS) Program serves as the authority and provides administrative supervision to manage a variety of departments and programs, provides supervision to department management, and serves as an advocate for KTHHS Programs with other Indigenous, Federal, State, and local agencies. The CEO ensures compliance with Tribal, Federal, State and other rules and regulations applicable to annual funding agreements (AFA's), contracts, grants and memoranda of agreement (MOA's); shall participate on committees, facilitate staff meetings and task forces; and shall attend meetings of the Karuk Tribal Council and Health Board. Shall prepare budgets and monitor expenditures, and seek additional funding to increase the resource base. Shall develop short- and long-term strategic growth plans with Health Board and staff input; shall report to the Tribal Chairman, Tribal Council and Health Board as required.

Application Deadline: September 9, 2026

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

POSITION DESCRIPTION

Title:	Chief Executive Officer (CEO) of Health & Human Services (HHS)
Reports To:	Tribal Chairman and Health Board
Supervises:	Purchased Referral Clerk (PRC) Supervisor, Operations Manager, Medical Director, Clinic Physicians, Public Health Nurse (PHN), Business Office Director, HHS Grant Writer, Human Services Director, Elders Program Director, Dental Providers, and the Dental Director.
Location:	Yreka, CA/ Happy Camp, CA/ and/or Orleans, CA
Assigned Work Location:	Yreka, CA with travel to other sites
Salary:	\$120,000 - \$175,000 per year/ DOE
Classification:	Full Time, Exempt, Non-Entry Level
Summary:	The Chief Executive Officer (CEO) of the Karuk Tribe Health & Human Services (KTHHS) Program serves as the authority and provides administrative supervision to manage a variety of departments and programs, provides supervision to department management, and serves as an advocate for KTHHS Programs with other Indigenous, Federal, State, and local agencies. The CEO ensures compliance with Tribal, Federal, State and other rules and regulations applicable to annual funding agreements (AFA's), contracts, grants and memoranda of agreement (MOA's); shall participate on committees, facilitate staff meetings and task forces; and shall attend meetings of the Karuk Tribal Council and Health Board. Shall prepare budgets and monitor expenditures, and seek additional funding to increase the resource base. Shall develop short- and long-term strategic growth plans with Health Board and staff input; shall report to the Tribal Chairman, Tribal Council and Health Board as required.

Responsibilities:

1. Provides direct supervision to the PRC Supervisor, Operations Manager, Medical Director, Clinic Physicians, Business Office Director, HHS Grant Writer Human Services Director, Elders Program Director, Dental Director, and Dental Providers.
2. Provides advocacy services with Federal, State, Indigenous, and private agencies as necessary; attends agency meetings when pertaining to funding and program expansion.
3. Maintains or appropriately delegates regular contact with community members, Tribal Health Board, and Tribal Council to accomplish department objectives and preserve good public relations.
4. Represents and advocates for the Tribe's various health services by serving on various indigenous, local, state and regional planning groups and task forces.
5. Ensures compliance with Tribal, federal, and state laws, and other applicable rules and regulations. Ensures the production and maintenance of numerous reports including routine quarterly reports, mandatory reports to funding sources and any additional special reports.
6. Keeps the Health Board informed of issues and needs pertinent to the Tribe's health and welfare, reductions of liability including ensuring proper licensure and certification of staff, status of ongoing programs, and the need for new programs or plans of action.

7. Ensures compliance in conjunction with the HHS Grant Writer, with AFA's, contracts, grants and MOA's pertaining to Tribal Health Programs. Monitor progress of current programs, grants and contracts by establishing and/or utilizing internal guidelines to measure program service outcomes.
8. Keeps well informed about current issues as they affect the Tribe; tracks health policy proposals, legislation and regulation developments and makes recommendations for Tribal comment and response to the Tribal Health Board. Develops tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes.
9. Consistently prepares and provides monthly reports to the Tribal Council/Health Board.
10. Routinely chairs the Health and Human Services Management meeting, and other relevant health committees to direct and oversee planning efforts to create short- and long-term strategic goals for the department. Ensure that new and sustained activities are consistent with overall Tribal/community needs, values and strategic vision for the Health Services Department.
11. Identify funding sources and develop positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of Program goals. Oversee contract and grant writing proposals to procure special project and program funding.
12. Provides on-site supervision and enforce established Tribal policies and procedures.
13. In compliance with Tribal personnel hiring policy and procedure, shall hire the best qualified individuals for department positions in order to maintain the highest quality of services. Ensure the professional growth of staff by supporting and requiring regular training or continuing education as necessary, using established personnel policies for performance appraisal and addressing performance deficiencies as they are observed.
14. Prepares budgets, monitor expenditures and ensure cost effectiveness; shall work closely with the HHS program directors, Chief Finance Officer (CFO) and Finance Department when preparing and managing program budgets.
15. Routine duties shall include providing and monitoring medical and outreach services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
16. Adheres to Tribe's and Program's confidentiality and personnel policies.
17. Be available for local and out of the area travel as required for job related training and various activities.
18. Attends all required meetings, trainings and functions.
19. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Role model's professional behavior and demonstrates leadership qualities; fosters an environment where there is open communication, where employees safe and where there is an elevated level of accountability.
2. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
5. Demonstrated ability to understand and follow oral and written instructions.

6. 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.
7. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must possess Bachelor's Degree with a minimum of three years' experience in healthcare management, possession of a professional license or certification in a health or human services field may be substituted for a Bachelor's Degree. Master's degree strongly preferred.
2. Knowledge of budgeting and strategic planning; proven analytical and problem-solving abilities required. Proven record of leadership experience in health program and policy development. Ability to evaluate and interpret health data for Tribal Health Programs.
3. Must demonstrate proficiency in budget management, financial projections, revenue and expense analysis, and an understanding of medical and dental clinic revenues and expenses for various types of services.
4. Must have a minimum of five years' experience directly supervising medical staff and proof of ongoing training in supervisory and management skills is necessary.
5. Knowledge of Indian Health Services and Indian Self-governance programs preferred but not required.
6. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in conflict resolution through peacemaking and mediation.
7. Must have high-level computer literacy and demonstrated abilities to utilize computers as professional management tools.
8. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
9. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine. Must test for Tuberculosis (TB) at time of hire and per Nation Centers for Disease Control (CDC) guidelines as required. Must have an annual health exam and a Flu or exemption as required.
10. Must be a self-starter, well organized, and willing to learn new skills.
11. Must possess valid 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.
13. 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: July 30, 2026 (Council)

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25