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

Vacancy Announcement

Title: Yáan'iiftihansa Thaanêen Project Manager (Karuk Youth Mentorship Project Manager)

Reports to: Education Director

Location: Yreka, CA/ Happy Camp, CA with travel to all service areas

Salary: \$32.00-\$36.00 per hour/ DOE. (Grant funded until 2029)

Classification: Full Time, Regular, Non-Exempt, Hourly

Summary: The Yáan'iiftihansa Thaanêen Project Manager (Karuk Youth Mentorship Project Manager) will fulfill collaborative grant objectives that will coordinate culturally relevant mentorship programming to increase behavioral health presence within the school systems, Karuk Youth Leadership and community activities amongst Karuk youth. The Project Manager will supervise and work closely with the Youth Support Champion to ensure the Karuk culture and trauma-informed procedures are incorporated into schools by coordinating and facilitating cultural mentorship and inviting cultural practitioners to provide various cultural events throughout the school year. The Project Manager will hold weekly planning meetings, oversee data collection for grant deliverables, help coordinate youth-facing tribal services, oversee Karuk Youth Council and Karuk Youth Leadership, develop project sustainability pathways, and participate in evening events. This position requires an understanding of the Karuk culture and knowledge of Karuk practitioners, grant writing, and supervisory skills.

Application Deadline: October 23, 2026 at 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, Fax: (855) 437-7888, Email: Humanresources@karuk.us

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POSITION DESCRIPTION

Title:	Yáan'iiftihansa Thaanêen Project Manager (Karuk Youth Mentorship Project Manager)
Reports To:	Education Director
Location:	Yreka, CA/ Happy Camp, CA with travel to all service areas
Assigned Work Location:	Yreka, CA: 477 Manor; Happy Camp: TERO Building
Salary:	\$32.00-\$36.00 per hour/ DOE. (Grant funded until 2029)
Classification:	Full Time, Regular, Non-Exempt, Hourly
Summary:	The Yáan'iiftihansa Thaanêen Project Manager (Karuk Youth Mentorship Project Manager) will fulfill collaborative grant objectives that will coordinate culturally relevant mentorship programming to increase behavioral health presence within the school systems, Karuk Youth Leadership and community activities amongst Karuk youth. The Project Manager will supervise and work closely with the Youth Support Champion to ensure the Karuk culture and trauma-informed procedures are incorporated into schools by coordinating and facilitating cultural mentorship and inviting cultural practitioners to provide various cultural events throughout the school year. The Project Manager will hold weekly planning meetings, oversee data collection for grant deliverables, help coordinate youth-facing tribal services, oversee Karuk Youth Council and Karuk Youth Leadership, develop project sustainability pathways, and participate in evening events. This position requires an understanding of the Karuk culture and knowledge of Karuk practitioners, grant writing, and supervisory skills.
Responsibilities:	1. Acts as a liaison between the Karuk Education Department, Karuk Behavioral Health, and local schools. Maintains working relationships with students, school staff and administrators, counselors, and community organizers. 2. Develops cooperative working relationships with local school staff, tribal staff, Karuk Cultural Practitioners, students, families and our communities. 3. Organizes Karuk Youth Leadership (KYL) meetings at least once a month to develop mentorship skills with Karuk youth. 4. Coordinates with the Education Director, tribal staff, cultural practitioners, community members, and school staff to develop events for cultural mentorships that include activities. 5. Assists the Education Director in establishing weekly coordination team meetings with the Youth Support Champion.

6. Performs documentation of events and activities in coordination with collaborative partners to ensure grant deliverables are met.
7. Plans and develops wellness-focused activities, after-school programming, Karuk Youth Leadership (KYL) meetings, summer camps or summer activities that incorporate Karuk culture.
8. Generates monthly reports; creates flyers, newsletter articles and other forms of communication that aligns with the activities and objectives of the program.
9. Collects data and evaluates the effectiveness of the project through bi-quarterly meetings, pre and post-tests, or retrospective surveys from parents, teachers, project staff, contractors, and participating youth. Develops a benchmark from current and past school years to compare to the project school year and set measurable goals.
10. Attends local or regional training opportunities that enhance achieving grant objectives and deliverables twice per year.
11. Maintains confidentiality while working within the school system, behavioral health system and throughout events and activities. Ensures compliance with the Health Information Privacy and Accountability Act (HIPAA) and the Karuk Confidentiality Policy.
12. Adheres to Tribe's and Program's confidentiality and personnel policies.
13. Be available for local and out of the area travel as required for job related training and various activities.
14. Attends all required meetings, trainings and functions.
15. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Has the ability to motivate learning in an educational setting and; ability to maintain confidentiality.
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.

Requirements:

1. Bachelor's Degree (BA or BS) from an accredited college with one year of experience of professional work history with students OR Associate's Degree from an accredited college with two years of professional work history with students.
2. Minimum of a year of experience working with grant deliverables and data collection.
3. Knowledge of Karuk culture and Karuk practitioners.
4. Completed mandated reporter training, trauma-informed intervention training and Cardio Pulmonary Resuscitation (CPR)/First Aid or be willing to complete all training within 90 days of hire.
5. Demonstrated ability to understand Native American perspectives, culture and establish rapport with Native American students.
6. Excellent organizational skills; ability to work independently. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.

7. Ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policymakers.
8. Demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and collaboration.
9. Demonstrated ability to speak clearly and communicate effectively in face-to-face, email and telephone communications.
10. Excellent computer skills including working knowledge of Microsoft Office Suite (Word, Excel, etc.); previous experience with online, video conferencing, and other technology-mediated instructional methods.
11. Must adhere to the Tribe's confidentiality policy.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must successfully pass a pre-employment drug screening test.
14. 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.

Committee Approved: December 18, 2025

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25