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: Women's Transitional Home Manager

Reports To: Director of Human Services

Location: Yreka, CA.

Assigned Work Location: Human Services Office and KTHA, as assigned

Salary: $26.00/hr. to $30.00/hr., DOE

Classification: Full Time, Regular, Non-Exempt

Summary: The Women's Transitional Home Manager is a full-time position with the responsibility of managing and coordinating the day-to-day activities for the Karuk Women's Transitional Home. Position requires a detail–oriented individual with leadership skills. The Transitional House Manager works directly with women who are in recovery from substance misuse in a transitional living environment. The position is responsible for admissions, orientation of new residents, and discharge of residents when they are ready to leave the home. This includes managing, coordinating, and teaching skills related to daily living and vocational activities. The Women's Transitional House Manager will lead weekly "House Meetings" with residents and conduct routine inspections in the Transitional Home. The Transitional Home Manager is a member of the Human Services Department team.

Application Deadline: Nvember 20, 2026 until 5:00pm

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 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Must maintain standard business hours and respond to participant needs outside of normal business hours as required.
2. Responsible for admitting, orienting, and discharging residents from the Transitional Home per program policies.
3. Responsible for implementing and enforcing Transitional Home policies and procedures.
4. Responsible for the day-to-day operations of the Karuk Women's Transitional Home.
5. Assists residents in the completion of goals related to employment, education, and linking to community resources when needed.
6. Obtains necessary verification of the income of the resident, calculates rental, supply, and utility fees, and ensures fees are collected.
7. Conducts assessment of resident needs upon admission to the Transitional Home and develops goals with the resident toward self-sufficiency.

8. Ensures physical environmental safety and security by conducting regular house inspections.
9. Ensures residents perform daily household chores and maintain the Transitional Home cleanly and safely.
10. Maintains an updated schedule of residents' whereabouts, requests for leave, and appointments to ensure client accountability.
11. Conducts physical walk-through and searches of the Transitional Home to record routine and irregular occurrences.
12. Observes and monitors behavior and progress of residents. Addresses concerns when appropriate.
13. Communicates concerns regarding the transitional living home to supervisor.
14. Maintains daily inventory of housing needs and requests supplies and maintenance or repairs as needed.
15. Transports or arranges for transportation of residents per supervisor's directives to participate in community resources, cultural activities or services when needed.
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. 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 ability to understand and follow oral and written instructions.
5. 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.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. High School Diploma or equivalent.
2. Must have two years of experience working with individuals experiencing substance use disorders; applicant must have a minimum of one year of sobriety.
3. Must be certified, or become certified within 60 days of employment, and remain current in infant, child, and adult Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR) and First Aid.
4. Must obtain additional education related to Mental Health First Aid and Suicide Training during the first six months of employment.
5. 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.
6. Must be a self-starter, well organized, and willing to learn new skills.

7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must successfully pass a pre-employment drug screening test.
9. 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: September 22, 2026 (Council)

Employee Signature: _____ Date: _____