**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:** Materials Coordinator

**Reports To:** Operations Manager

**Location:** Happy Camp, CA/ Yreka, CA

**Assigned Work Location:** Medical Clinic

**Salary:** $21.00 to $28.00 per hour/ DOE

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

**Summary:** Obtains products, equipment, supplies and services from suppliers at the lowest cost consistent with considerations of quality, reliability of source, compliance with professional, regulatory or accreditation standards and urgency of need. Initiates agreements and contracts and secures cost, submits paperwork to Contract Compliance.

Responsible for the effective management and operations of the assigned materials department(s). Including all operational, technical, and personnel activities associated with supplies and equipment to all Health & Human Services departments within the Karuk Tribe Yreka, Happy Camp and Orleans facilities. This work also requires knowledge of commercial supply sources and common business practices related to sales, prices, discounts, units of measurement, deliveries, stocks, and shipments.

## Application Deadline: December 3, 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, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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**Responsibilities:**

1. Purchases various equipment, supplies, and services. Reviews and edits purchase requests to ensure the item or service is adequately described based on the requestor's need.
2. Ensures all information has a tracking system. Obtains necessary product information, price information and procedures for written purchase orders.
3. Utilizes different ordering, reporting procedures, and purchasing methods depending on the type quantity, dollar value, and urgency of the requirement.
4. Provides administration and oversight on orders and services.
5. Represents the Karuk Tribe in discussions with vendors/contractors to obtain agreement on all purchases and vendor/contractor compliance.
6. Monitors vendor performance through personal contact, review progress reports, and discusses reasons for delays, failures, or price changes.
7. Provides excellent customer service to medical staff, fiscal staff, customers, vendors, and contractors and resolves issues in an expeditious manner to ensure requests and bills are processed in a timely and accurate manner.

8. Utilizes various web-based applications to identify required sources of supply.
9. Uses agency regulations, management regulations, internal procedures and guidelines, and other references to identify possible sources and other pertinent information related to purchases.
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

**Qualifications:**

1. Associates degree in Business preferred.
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 have a High school diploma or equivalent.
2. Minimum of one year’s materials coordinator experience or two years’ experience in supply ordering.
3. Must possess a knowledge in supply ordering & material inventory.
4. Must be proficient in Microsoft Word and Excel.
5. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccine and hepatitis B vaccine. Must Test for TB at time of hire and per CDC guidelines as required. Must have an annual health examination and a Flu immunization and a COVID-19 vaccination or exempt as required.
6. Must become certified and remain current in basic life support (BLS) CPR within the first six months of hire.
7. Must adhere to confidentiality and HIPAA policies.
8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.
11. 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:** October 19, 2026

**Employee Signature:** _____ Date: _____

Form Approved by Council 11/20/25