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**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

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## Vacancy Announcement

- Title:** Materials Coordinator
- Reports to:** Clinic Manager
- Location:** Happy Camp, CA/Yreka, CA
- Salary:** \$16.00 to \$21.00 per hour depending on experience
- 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.

**Application Deadline: March 18, 2022 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

<b>Title:</b>	Materials Coordinator
<b>Reports to:</b>	Clinic Manager
<b>Location:</b>	Happy Camp, CA/Yreka, CA
<b>Salary:</b>	\$16.00 to \$21.00 per hour depending on experience
<b>Classification:</b>	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.

### **Responsibilities:**

1. Purchasing various equipment, supplies, and services. Reviewing and editing purchase requests to ensure the item or service is adequately described based on the requestor's need.
2. Ensuring all information has a tracking system. Obtaining necessary product information, price information and procedures for written purchase orders.
3. Utilizing different ordering, reporting procedures, and purchasing methods depending on the type quantity, dollar value, and urgency of the requirement.
4. Providing administration and oversight on orders and services.
5. Representing the Karuk Tribe in discussions with vendors/contractors to obtain agreement on all purchases and vendor/contractor compliance.
6. Monitoring vendor performance through personal contact, review progress reports, and discuss reasons for delays, failures, or price changes.
7. Providing excellent customer service to medical staff, fiscal staff, customers, vendors, and contractors and resolving issues in an expeditious manner to ensure requests and bills are processed in a timely and accurate manner.
8. Utilizing various web-based applications to identify required sources of supply.
9. Using agency regulations, management regulations, internal procedures and guidelines, and other references to identify possible sources and other pertinent information related to purchases.

### **Qualifications:**

1. Demonstrates the ability to work effectively with Native American population in culturally

diverse environments.

2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Associates degree preferred.

**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 and testing for TB upon hire and per CDC guidelines as required. Annual Flu Immunizations are required. Must have an annual health examination within the first 15 days of employment and yearly, before the anniversary of hire date.
6. Must become certified and remain current in basic life support (BLS) CPR within the first six months of hire.
7. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality and HIPAA policies.
9. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**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 9, 2021

**Employee's Signature:** \_\_\_\_\_