



THE HOOPA VALLEY TRIBE IS NOW HIRING!!!!

PROGRAM MANAGER

PROGRAM MANAGER: Hoopa Vocational Rehabilitation Program. Regular, Full-time position. Salary: \$62,462.40-\$68,880.00/Annually. Under the general supervision of the Hoopa Tribal Education Director, the Vocational Rehabilitation Program Manager is responsible for the overall planning, development, implementation, and management of the Hoopa Vocational Rehabilitation Program in accordance with the fiscal, personnel, and procurement/property management policies of the Hoopa Valley Tribe. This leadership role includes oversight of budgeting and financial management, hiring, training, supervising, and evaluating Vocational Rehabilitation Program staff, and ensuring compliance with all fiscal and reporting requirements. The Manager also leads data collection and analysis, drives continuous quality improvement, and works to secure funding and resources to sustain and grow programming. Additionally, the position ensures alignment with American Indian Vocational Rehabilitation Services (AIVRS) program standards, oversees program staff, manages the program facility, and ensures the effective delivery of support services to Native American individuals with disabilities in order to maximize their employment opportunities, independence, and integration into the community and the competitive labor market.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work, Psychology, Sociology, Vocational Rehabilitation Counseling, Human Services, or a closely related field required; OR,
- Minimum of five (5) years of experience in social services, vocational rehabilitation, or related human services programs, including at least two (2) years in a supervisory or program management role. A combination of education and experience may be considered for this position, if the applicant has extensive experience/training in leadership/supervision.
- Experience working with individuals with disabilities, vocational rehabilitation programs, or community service programs strongly preferred.
- Experience and/or training in the Vocational Rehabilitation process, including interviewing consumers, collaborating with counselors, and evaluating sensitive medical, psychological, and vocational information. Tribal Vocational Rehabilitation experience preferred.
- Experience working with Tribal Governments, Federal agencies, and grant-funded programs, including familiarity with applicable regulations, policies, and reporting requirements.
- Knowledge of addictive substances and physical, psychological, or mental health challenges that may impact employability.
- Knowledge of community resources and support services that enhance employment opportunities for individuals with disabilities.

DEADLINE TO APPLY: April 27th, 2026

HVT Application Requirements: To be considered for a HVT position, applicants must submit the following verification: 1) A complete HVT Employment Application (a resume is optional but alone does not meet this requirement). 2) Official or unofficial transcripts from an accredited college or university verifying required education, if applicable. 3) Tribal verification must be attached if requesting Indian Preference. Incomplete applications will not be considered. For more information, job descriptions, or applications, please contact HVT Human Resource Department at (530) 625-9200 or by email at hrrcruitment@hoopa-nsn.gov or hrrassistant@hoopa-nsn.gov. The Hoopa Valley Tribe Drug & Alcohol Policy and TERO Ordinance apply to all employment hires.