
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
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Position Description

- Title:** Director of Community Services (DCS)
- Reports to:** Executive Director of Health and Human Services
- Location:** Yreka, Happy Camp, OR Orleans
- Supervises:** Community Health Workers (CHR) and Elder Workers
- Salary Scale:** \$45,000 to \$55,000, Depending on Experience
- Classification:** Full Time, Regular, Exempt, Non-Entry Level

Summary: The Director of Community Services shall be a currently licensed Registered Nurse who is certified as a Public Health Nurse. Shall administer a department of outreach services to the Native population, and through referral from the primary care provider to others residing in the communities we serve, as resources allow. Responsibilities of this position include developing a team of care givers to provide home health services by developing managed care plans. Specific procedures relate to, health promotion and disease prevention education, monitoring, follow-up, maternal and child health, immunizations, injury prevention, diabetes, HIV/AIDS, and transportation services, and will coordinate the Special Diabetes Program for Indians. This position is responsible for developing and/or revising and enforcing infection control procedures organizationally wide and shall serve as the Infection Control Officer. The DCS may be called on to participate in grant writing projects and shall be required to sit on specific committees and shall comply with all AAAHC standards.

Responsibilities:

1. Shall cooperatively serve as a liaison with Indian Health Services to accurately provide the quarterly immunization reports, the HINI and influenza reports, and the diabetic audit report.
2. Shall competently provide nursing services, and shall develop individualized care plans which include coordination with hospitals on discharge planning.
3. Appropriately establishes a health care team which provides health promotion and disease prevention education, monitoring, follow-up, and maternal and child health, immunizations, injury prevention, diabetes, HIV/AIDS, and transportation services.
4. Shall competently serve as the Infection Control Officer, which includes coordination with other departments to facilitate compliance with Tribal, IHS, State, and AAAHC standards for surveillance, prevention, and control of infections.

5. Shall cooperatively and efficiently coordinate health promotion activities with local schools and Tribal Head Start programs by providing annual hearing and vision screenings and other educational activities as requested or deemed necessary.
6. Shall serve as the Injury Prevention Officer and shall distribute car seats and bike helmets according to the funding guidelines. May certify in car seat safety through the CRIHB.
7. Shall participate in or develop special outreach clinics to meet the goals of the organization.
8. Shall effectively serve as the project director of the Special Diabetes Programs for Indians and shall annually develop and submit the SDPI application for funding.
9. Efficiently provides supervision and training to outreach staff and ensures appropriate RPMS data entry.
10. Shall appropriately collect data on outreach activities, on a monthly basis, to analyze staff productivity and shall report to Health Board as required.
11. Routine duties may include providing nursing and outreach services, and other health care related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's service area.
12. Shall consistently strive to comply with AAAHC standards and shall serve as a member of the ACQI Committee.
13. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work with Native American people in a culturally diverse environment.
2. Exhibits the ability to manage time and possesses organizational skills; works well 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 written and oral instructions; has well developed communication and personal skills.
5. Possesses the ability to communicate with a diverse range of community members; has the ability to work with individuals and groups of people.
6. Is proficient with software applications such as Excel and/or other data base programs, Microsoft Word, Internet, E-mail, and Power Point.

Requirements:

1. Must be a Public Health Nurse with a BS in Nursing, and possess a current State of California License from the Board of Registered Nursing with 3 years experience in public health nursing and infection control preferred.

2. Must travel to the communities in the service area surrounding Yreka, Happy Camp and Orleans.
3. Must be available for out of the area travel as required for job related training and CEU's, and to attend all required meetings.
4. Must possess managerial competence to: (1) accomplish the quality and quantity of work expected within set limits of cost and time; (2) plan own work and carry-out assignments effectively; (3) analyze problems and work out solutions; (4) understand and advance towards goals; (5) develop improvements in or design new work methods and procedures; (6) develop and manage a departmental budget; (7) mentor staff and grow and strengthen relationships through the sharing of a common goal.
5. Must provide documentation of immunity to measles, and rubella or become immunized with the recommended vaccine and also Hepatitis C. Must test annually for TB and have an annual health exam.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. 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.

Council Approved: June 17, 2010

Chairman's Signature: _____

Employee's Signature: _____