
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

Vacancy Announcement

(Internal Posting)

Title: Lead Licensed Vocational Nurse (LVN)

Reports to: Medical Director/Operations Manager

Location: Happy Camp/Orleans/Yreka

Salary: \$57,000 – \$71,000 per year DOE

Summary: The Lead LVN shall work in the Medical Clinics under the administrative supervision of the Operations Manager and clinical supervision of the Medical Director, and/or Public Health Nurse. The Lead LVN will serve as the supervisor of the LVN and Medical Assistant Staff. The Lead LVN will work in conjunction with the QM department to meet AAAHC standards. Shall work with the Medical staff to collect data and monitor Medical QM activity. The Lead LVN shall be responsible for

Classification: Full Time, Exempt, Non-Entry Level

Application Deadline: May 16, 2019 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

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Position Description

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Reports to: Medical Director/Operations Manager

Location: Happy Camp/Orleans/Yreka

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Classification: Full Time, Exempt, Non-Entry Level

Child Sensitive Position: Yes

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Responsibilities:

1. The Lead LVN is responsible for the training, scheduling, and management of the LVN and Medical Assistant Staff.
2. Sufficiently ensures the confidentiality, security, and safety of patient billing records, and complies with the requirements of the IHS Privacy Act. Appropriately and sufficiently records patient information as required by the EHR.
3. Proficiently works under the Clinic Physician, Nurse Practitioner, Physician Assistant or Registered Nurse in the dispensing of medications, setting up for minor surgeries and assisting, and ensuring informed consent is signed.
4. Shall work closely with the Safety Officer and assumes the role of the Infection Control Officer for all Medical clinics operated by the Karuk Health Program.
5. Cooperatively responds to the needs and training of the LVN Staff and the Medical Assistants by overseeing them with patient care and other procedures.
6. Is responsible for the overall management of patient areas and equipment.
7. Is competent in providing medical and nursing support services, (i.e. assessment, patient education, laboratory services, phlebotomy, medication administration, therapeutic services, and emergency care).

8. Displays age specific competence in working with: Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric.
9. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the QM Department to meet AAAHC Ambulatory Health Care Standards.
10. Works closely with the GPRA staff to efficiently collect data and monitor medical QM activities. Reports findings, outcomes, and progress to the ACQI Committee, or as directed, to the Karuk Council.
11. Cooperatively serves on other health committees as requested.
12. Performs regular audits of the clinic logs on referrals, medications, lab test, equipment calibration and maintenance.
13. Cooperatively and knowledgeably assists in the development of policies, protocols, or procedures and reviews them annually.
14. Cooperatively assists in the coordination of policies and/or other functions and activities with outside agencies and within the organization.
15. Routine duties shall include providing nursing services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
16. Is capable and available for local and out of the area travel as required for job related training and maintains CEU's for license renewal. Is cooperative in attending all required meetings and functions as requested.
17. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people 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. Demonstrates the ability to consistently and effectively manage and lead other clinical staff with courtesy and high level of professionalism.

Requirements:

1. Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of Vocational Nursing Psychiatric Technicians. Must have worked in the clinic setting for a minimum of 2 years.
2. Must be currently certified as an instructor or already participates as adjunct faculty at a school of higher learning in one or more of the skill sets required by the LVN and MA staff. (i.e.: CPR, phlebotomy, etc.)

3. Must have current certification in Basic Life Support CPR (BLS).
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to the Confidentiality and HIPAA policies.

6. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccine and hepatitis B vaccine and test annually for TB. Must have an annual health examination.

7. Must successfully pass 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.

Council Approved: May 9, 2019

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

**** Employees must sign position descriptions annually, during their evaluation.**