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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 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

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**Vacancy Announcement**

(Internal Posting)

**Title:** Medical Assistant

**Reports to:** Clinic Manager

**Location:** Happy Camp, CA

**Salary:** \$14.00 to \$17.00 per hour, Depending on Experience

**Summary:** The Medical Assistant shall work under the supervision of the Clinic Manager to provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory test. Shall document in accordance with the established PCC policy. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand clinic policy and procedures. Shall provide support to the Medical Records and Front Office as necessary.

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

**Application Deadline: February 17, 2020 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

**Title:** Medical Assistant  
**Reports To:** Clinic Manager  
**Location:** Happy Camp, CA  
**Salary:** \$14.00 to \$17.00 per hour, Depending on Experience  
**Classification:** Full Time, Non-Exempt, Non-Entry Level

**Summary:** The Medical Assistant shall work under the supervision of the Clinic Manager to provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory test. Shall document in accordance with the established PCC policy. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand clinic policy and procedures. Shall provide support to the Medical Records and Front Office as necessary.

### **Responsibilities:**

1. Shall provide medical and nursing support services, which include phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
2. Shall document using approved PCC policy.
3. Shall under supervision perform CLIA waived laboratory test.
4. Shall provide assistance to the clinic nurse with special patient educational programs.
5. Shall work as a team member and comply with AAAHC standards.
6. Shall assist in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
7. Shall assist the Clinic Physician and the Family Nurse Practitioner, and/or the Physician's Assistant as necessary.
8. Shall be cross trained to provide assistance to the Medical Records Department as necessary.
9. Shall be cross trained to provide support to the Front Office as necessary.
10. Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Other job related duties as assigned.

### **Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.

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

**Requirements:**

1. Must have a high school diploma or equivalent.
2. Current Medical Assistant Certification; and/or experience as an Emergency Medical Technician (EMT), a Medical Assistant or a CNA; and/ or college level education in health specific courses as they relate to rendering care in the health care setting; and/or certification in Phlebotomy.
3. Must become certified and remain current in basic life support (BLS) CPR.
4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to 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.
7. 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.

**Council Approved: March 13, 2003/Revised March 24, 2005, April 11, 2019**

**Chairman's Signature:** \_\_\_\_\_

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