
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

Vacancy Announcement

Title: Quality Management and Accreditation Trainee

Reports To: Manager of HRSA, Compliance and Accreditation

Location: Happy Camp, CA

Salary: \$20.00 – 28.00 per/hr. depending on Experience

Classification: Full-time, Non-Exempt

Summary: This position will be a training position for the candidate to train into the managerial position of this department. Training and guidance will be provided by the current manager. Training will include but not be limited to Accreditation, Compliance, HIPAA, and HRSA. Experience with grant writing is preferred or training will be provided. Preference for experience in a health related field will enhance your learning ability. A wide degree of creativity and latitude is expected.

Application Deadline: December 28, 2018

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 Resources Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email:

vsimmons@karuk.us

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Position Description

Title: Quality Management and Accreditation Trainee

Reports to: Manager of HRSA, Compliance and Accreditation

Location: Happy Camp

Supervises: GPRA/Compliance Officer & Covered CA Outreach and Enrollment Coordinator

Salary: \$20.00 – 28.00 per/hr. depending on Experience

Classification: Full-time, Non-Exempt

Summary: This position will be a training position for the candidate to train into the managerial position of this department. Training and guidance will be provided by the current manager. Training will include but not be limited to Accreditation, Compliance, HIPAA, and HRSA. Experience with grant writing is preferred or training will be provided. Preference for experience in a health related field will enhance your learning ability. A wide degree of creativity and latitude is expected.

Responsibilities:

1. Coordinate and administer pre-award and non-financial post-award reporting activities for all sponsored HRSA projects or requirements.
2. Evaluates and monitors compliance with AAAHC Manual for Ambulatory Healthcare.
3. Facilitates the efforts of the Performance Improvement Committee.
4. Assist management in developing education programs.
5. Serves as an expert in performance improvement concepts and tools.
6. Guides the organization in the concepts of Continuous Quality Improvement and Accreditation.
7. Assists in the design and implementation of performance improvement concepts and activities.
8. Demonstrates skill in the development, implementation, revision and enforcement of KTHHSP policies and procedures.
9. Conducts assessments to define and analyze possible risk while considering its consequences.

10. Reviews all incident reports, identifies trends and patterns, and investigates root causes when indicated.
11. Develops risk management controls and systems to eliminate or mitigate potential risk.
12. Prepares reports and presents recommendations.
13. Assist the implementation of solutions and plans.
14. Evaluates employees' risk awareness and trains as necessary.
15. Conducts internal compliance audits on funded projects.
16. Shall ensure that employees and physicians know and comply with Federal and State statues, regulations, and standards.
17. Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or in any compliance reviews or investigations.
18. Shall ensure that the HHS-OIG List of Excluded individuals and entities disbarred from Federal Programs are checked with respect to all employees, medical staff, and independent contractors.
19. Shall appropriately investigate any report of allegation concerning possible unethical or improper business practices, and shall monitor subsequent corrective action and/or compliance.
20. Serves as risk manager and reviews all incidents reports. Identifies trends and patterns and investigates root causes when indicated.
21. Oversees all aspects of the HIPPA activities, privacy and security.
22. Routine duties may include providing educational services, and other health care related services in the home, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
23. Is available for local and out of the area travel for job related training.

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 understand and follow oral and written instructions.

Requirements:

1. A Bachelor's Degree in Health Care Management; or possession of a professional license; or certification in a Health or Human Service field with 2 years in management; or a minimum of 3 years in upper management.
2. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in conflict resolution through peacemaking and mediation.
3. Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
4. 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. Annual Flu Immunizations are required. Must have an annual

health examination within the first 15 days of employment.

5. Must successfully pass pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with 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: December 6, 2018

Chairman's Signature: _____

Employee's Signature: _____

NOTE: employee must sign position description annually, during their evaluation.