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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 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

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## Vacancy Announcement

**Title:** Compliance Assistant - HHS

**Reports To:** Manager of HRSA, Compliance, and Accreditation

**Location:** Happy Camp

**Salary:** DOE (\$12.00 - \$14.00 per hour)

**Summary:** This position will work closely with the Compliance and Accreditation manager to bring HRSA, Compliance and Accreditation into compliance with Federal, State Laws and Regulations, and Health Care Standards. He or she may handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. They will be responsible for confidential and time sensitive material, so understanding the basic tenets of HIPAA and confidentiality are key. He/She will prepare routine and advanced correspondence including letters, memoranda, and reports. This position requires experience or education in a health related field; medicine, dentistry, behavioral health, laboratory or information management. They will rely on experience and judgment to plan and accomplish goals. They are encouraged to make recommendations that will streamline work and identify incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

**Classification:** Full Time, Non Exempt

### **Application Deadline: March 26, 2018 by 5 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 Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## Position Description

**Title:** Compliance Assistant – HHS

**Reports to:** Manager of HRSA, Compliance and Accreditation

**Location:** Happy Camp

**Salary:** DOE (12.00-14.00)

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

**Summary:** This position will work closely with the Compliance and Accreditation manager to bring HRSA, Compliance and Accreditation into compliance with Federal, State Laws and Regulations, and Health Care Standards. He or she may handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. They will be responsible for confidential and time sensitive material, so understanding the basic tenets of HIPAA and confidentiality are key. He/She will prepare routine and advanced correspondence including letters, memoranda, and reports. This position requires experience or education in a health related field; medicine, dentistry, behavioral health, laboratory or information management. They will rely on experience and judgment to plan and accomplish goals. They are encouraged to make recommendations that will streamline work and identify incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

### Responsibilities:

1. Reminds all committees of scheduled meetings; request agendas and meeting minutes.
2. Will take on special projects as directed by Compliance Supervisor.
3. Provides office support typing, filing, copying etc.
4. Shall maintain the confidentiality, security, and physical safety of records and PHI (including health, human resources etc.) at all times.
5. Takes minutes for ACQI Committee meetings and may distribute meeting materials.
6. 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. Is available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
4. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Must have a neat and tidy appearance.
7. Self-starter attitude and ability to think and act proactively.
8. Should have the ability to work independently as well as in a team focused environment.
9. Displays the ability to provide effective and timely research when necessary.

## Requirements;

1. Must have HS Diploma
2. Associates degree preferred, or significant related experience in administration or health services.
3. Must have 2-4 years working in an office environment
4. Must have knowledge of health care nomenclature.
5. Must have outstanding organization skills.
6. Exhibits excellent verbal and written skills.

7. Must have excellent knowledge of the Microsoft Office suite.
8. Demonstrated ability as a problem solver.
9. Must possess excellent telephone skills and make a positive first impression on guests, patients, vendors etc.
10. Must possess valid driver's license, good driving records, and be insurable by the Tribe's insurance carrier.
11. Must adhere to the confidentiality and HIPAA policies.
12. Must become certified and remain current in infant, child, and adult CPR and First Aid.
13. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB and Influenza.

**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: February 1, 2018**

**Council Revised:**

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

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

**\*\* Employee must sign position description annually, during their evaluation.**