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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

**Title:** Dental Receptionist

**Reports To:** Dental Site Manager

**Locations:** Happy Camp Dental Clinic

**Salary:** \$11.00 to \$14.00 per hour, depending on experience

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

**Summary:** The Dental Receptionist shall receive patients and clinic visitors, provide telephone support, schedule appointments and enter patient data into the RPMS system as indicated. Shall be responsible for the confidentiality and security of all patient information. Shall have knowledge and follow the current Karuk Tribal Health Program policies and procedures and shall work as a part of the Karuk Tribal Health Program to promote a positive attitude in an environment of continuous quality improvement.

### **Application Deadline: February 23, by 5pm.**

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 or (530) 493-5322, E-mail: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **Position Description**

**Title:** Dental Receptionist

**Reports To:** Dental Site Manager

**Location:** Happy Camp Dental Clinic

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**Summary:** The Dental Receptionist shall receive patients and clinic visitors, provide telephone support, schedule appointments and enter patient data into the RPMS system as indicated. Shall be responsible for the confidentiality and security of all patient information. Shall have knowledge and follow the current Karuk Tribal Health Program policies and procedures and shall work as a part of the Karuk Tribal Health Program to promote a positive attitude in an environment of continuous quality improvement.

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

**Responsibilities:**

1. Shall efficiently carry out the function of scheduling, rescheduling and cancellation of patient appointments using the RPMS patient registration and appointment scheduling modules.
2. Shall appropriately provide daily appointment schedules to the appropriate dental staff.
3. Shall competently assist in the appropriate collection and verification of all required billing information e.g., Medicare cards, MediCal cards, insurance cards/information and cash payments.
4. Shall efficiently assist in completion of the patient registration process, corrections/amendments, and medications to insure appropriate updates are entered into the RPMS system.
5. Shall consistently advocate acceptable patient conduct in the lobby and shall assist in keeping the lobby and restroom neat.
6. Shall optimistically greet visitors and provide them with appropriate information.
7. Shall promptly and adequately answer phone, route calls, take or deliver messages.
8. Shall competently assist dental staff in sending pre-appointment letter, cancellation notices, collection of billing information, arrangements for referrals and assist patients with prescription refills as necessary.
9. Shall capably provide support for the back office as needed.
10. Shall proficiently maintain all dental logs, including, but not limited to, patient referral log, dental lab log, recall lists, and quick call lists.

11. Shall adequately assist in dental chart preparation prior to patients' appointments.
12. Shall accurately prepare purchase requisitions, when necessary.
13. Shall cooperate and demonstrate the ability to work well with other Karuk Tribal Departments, as necessary.
14. Shall efficiently coordinate incoming and outgoing dental lab.
15. Shall competently assure the confidentiality and security of all dental health records according to current KTHP policies and procedures and HIPAA.
16. Shall capably serve on health committees as requested.
17. Is capably 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.
18. Shall correctly call in prescriptions or prescription refills as requested by appropriate dental staff.
19. Is courteous in accepting other 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.

**Requirements:**

1. Must have High School Diploma or equivalent.
2. Must have competence in word processing, spreadsheets, office equipment and general computer usage. Must be able to type 25 WPM.
3. Must possess excellent telephone skills. Must have good written and verbal communication skills.
4. Must adhere to confidentiality and HIPAA policies.
5. Must certify and remain current in infant, child and adult CPR.
6. Must have the ability to comprehend and follow Karuk Tribal Health Program's policies and procedures.
7. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B and test annually for TB. Annual flu vaccine required.

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

**Tribal Preference Policy:** In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47) and 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: April 14, 2005, Revised November 8, 2007, Revised: September 14, 2017**

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

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

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