
Karuk Community Health Clinic
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Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
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Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
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Phone: (530) 493-2201
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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: Licensed Vocational Nurse (LVN)

Reports to: Clinic Manager

Location: Happy Camp/**Orleans**/Yreka

Salary: \$21.00 to \$26.00 per hour, depending on experience

Classification: Full Time, Regular, Non Exempt

Summary: The LVN shall work in the Medical Clinic under the administrative supervision of the Clinic Manager, and clinical supervision of Physician, Nurse Practitioner, Physician Assistant, and/or Registered Nurse. The LVN will work in conjunction with the QM department to meet AAAHC standards. Shall work as a team player with the Medical staff to collect data and monitor Medical QM activity. The LVN shall be responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Will assist in the development of and abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide patient care education.

Job Posting Closes June 19, 2018 @ 5 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 Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

Title: Licensed Vocational Nurse (LVN)
Reports to: Clinic Manager
Location: Happy Camp/**Orleans**/Yreka
Salary: \$21.00 to \$26.00 per hour, depending on experience

Summary: The LVN shall work in the Medical Clinic under the administrative supervision of the Clinic Manager, and clinical supervision of Physician, Nurse Practitioner, Physician Assistant, and/or Registered Nurse. The LVN will work in conjunction with the QM department to meet AAAHC standards. Shall work as a team player with the Medical staff to collect data and monitor Medical QM activity. The LVN shall be responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Will assist in the development of and abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide patient care education.

Classification: Full Time, Regular, Non Exempt

Responsibilities:

1. Exhibits responsibility for the management of patient care areas and equipment. Assist in the ordering of supplies and stocking/cleaning exam rooms.
2. Sufficiently ensures the confidentiality, security, and safety of patient billing records, and complies with the requirements of the IHS Privacy Act.
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. Cooperatively responds to the needs and training of the Medical Assistants by helping them with patient care and other procedures.
5. Appropriately and sufficiently records patient information as required by the EHR.
6. Is competent in providing medical and nursing support services, ex; assessment, patient education, laboratory services, phlebotomy, medication administration, therapeutic services, and emergency care.
7. Displays age specific competence in working with: Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric.
8. 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.
9. Efficiently collects data and monitors medical QM activities, and reports findings, outcomes, and progress to the ACQI Committee or as directed to the Karuk Council.

10. Cooperatively serves on health committees as requested.
11. Efficiently maintains logs on referrals, medications, lab test, equipment calibration and maintenance.
12. Cooperatively and knowledgeably assists in the development of policies, protocols, or procedures and reviews them annually.
13. Exhibits skill in developing and providing training, guidance or help to medical staff and other Tribal employees as necessary.
14. Cooperatively assists in the coordination of policies or other organization wide functions or activities.
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 capably 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.

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. LVN's with previous experience working in an ambulatory care clinic/acute care setting preferred.
2. Must have current certification in BLS.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to the Confidentiality and HIPAA policies.

5. 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.
6. 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: Revised April 14, 2005, Revised December 19, 2011, **Revised June 14, 2018**

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

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

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