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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:** Oral Health Care Coordinator

**Reports to:** Dental Director

**Location:** Happy Camp/Orleans

**Salary:** \$14 - 15, depending on experience

**Summary:** Under the direction of the Dental Director, the Oral Health Care Coordinator will be responsible for integration of oral health education and referral services targeting Medi-Cal beneficiaries ages 0-20 who receive care in the primary care or behavioral health care setting at select tribal/urban Indian health clinics.

**Classification:** Part Time, Non Exempt, Entry Level

### **Application Deadline: Open Until Filled**

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:** Oral Health Care Coordinator  
**Reports To:** Dental Director  
**Location:** Happy Camp/Orleans  
**Supervises:** None  
**Salary:** \$14 - 15, depending on experience

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

### Position Summary:

Under the direction of the Dental Director, the Oral Health Care Coordinator will be responsible for integration of oral health education and referral services targeting Medi-Cal beneficiaries ages 0-20 who receive care in the primary care or behavioral health care setting at select tribal/urban Indian health clinics.

### Responsibilities:

1. Responsible for client education, increasing enrollment, client retention and scheduling appointments with tribal clinic dental health providers.
2. Provides education on oral hygiene and preventative services to children ages 0-20 as part of the primary care and behavioral health visits.
3. Tracks client contact and referrals in electronic health record.
4. Works with the medical and dental team to incorporate routine caries risk assessment by the primary care provider.
5. Conducts fluoride varnish placement during well-child visits under doctor's supervision.
6. Conducts follow-up with patients to remind them of their appointments with the dentist and assists with elimination of barriers.
7. Communicates with the dental and medical department to determine if the efforts to educate and support the client/family resulted in kept appointments.
8. Makes referrals to dental clinic to increase dental continuity of care for children enrolled in the Medi-Cal Program.
9. Updates and maintains client data files, family case files in accordance with the program requirements.
10. Prepares and submits monthly reports with data pertaining to the measures outlined in the work plan and program evaluation.

11. Provides excellent customer service, technical assistance or referral services including periodic telephone follow-ups to parents and providers who have questions about their specific dental services.
12. Coordinates and provides children and their families one on one education and information on oral dental health.
13. Contacts client/family to ensure that they have secured a dental appointment. Provides assistance, in the identification of a dentist or a dental care center as needed.
14. Assists client/family with initial appointment setting.
15. Provides patient support in assisting family in arriving at their scheduled dental appointments.
16. Attends monthly Dental Transformation Initiative webinars and check-in meetings.
17. Maintains regular attendance and punctuality.

**Qualifications:**

1. Knowledge of and sensitivity to the issues of the various ethnic groups comprising tribal communities.
2. Proficient in Microsoft Office Suite and related business software.
3. Effective presentation, written and verbal communication skills.
4. Ability to work independently and as a team with minimal amount of supervision.
5. Bilingual English/Spanish or other secondary language preferred.
6. Ability to work well with children/youth/teens and diverse populations, and with medical and dental providers at the clinic and representatives of partnering agencies.

**Requirements:**

1. Dental or Medical Assistant with at least two (2) years' related work experience in medical, dental sales or customer service demonstrating the ability to perform the essential functions of the job required.

Or

Bachelor's Degree in health, education, communications, social science, liberal arts or related field. One (1) year related work experience in medical, dental sales or customer service demonstrating the ability to perform the essential functions of the job required.

2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
6. Must adhere to confidentiality and HIPAA policies.

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

This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all to meet and deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

**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: January 11, 2018**

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

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