
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

Vacancy Announcement (Internal Posting)

Title: Orleans Courier

Reports To: Purchased/Referred Care Supervisor

Location: Happy Camp with travel to Orleans daily

Salary: \$12.00-\$14.50 per hour

Classification: Part Time (2 hours per day average), Non-Exempt, Entry Level.

Summary: Shall be responsible for Monday through Friday deliveries of medications and other items between the Orleans site and the Karuk Tribal Health Program. Detailed schedule attached.

Application Deadline: 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 x 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Orleans Courier

Reports To: Purchased/Referred Care Supervisor

Location: Happy Camp with travel to Orleans daily

Salary: \$12.00-\$14.50 per hour

Summary: Shall be responsible for Monday through Friday deliveries of medications and other items between the Orleans site and the Karuk Tribal Health Program. Detailed schedule attached.

Classification: Part Time (2 hours per day average), Non-Exempt, Entry Level.

Responsibilities:

1. Shall deliver medications from Happy Camp to Orleans Karuk Tribal Health Clinics Monday through Friday, in the morning.
2. Shall pickup labs from Orleans Clinics and deliver to Happy Camp Clinic Monday through Friday.
3. Shall pickup and deliver inter-office mail between Happy Camp and Orleans Offices. Monday through Friday. Orleans mail is delivered to the Administration Offices.
4. Shall make miscellaneous deliveries and pickups as instructed.
5. Shall remain in compliance with Karuk Tribe vehicle use policy; hours of vehicle use/operation are from 830 am to 10:30 am
6. Shall be available for local and out of the area travel as required for job related training.
7. Shall attend all required meetings and functions as requested.
8. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.

4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must adhere to confidentiality and HIPAA policies.
3. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B, and test annually for TB.
4. Must successfully pass a 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: February 12, 2004, Revised June 14, 2007, Revised May 31, 2018, **Revised June 14, 2018.**

Chairman's Signature: _____

Employee's Signature: _____

Daily Schedule (Flexible Depending on Variances)

Time	Location	Hours Paid
8:30am	Report to Happy Camp and Prepare for Orleans Run	0.25
8:30am	Depart for Orleans	0
9:15-9:30am	Arrive in Orleans	1
9:15-9:30am	Orleans Stops	0.25
9:30am	Depart for Happy Camp	0
10:30am	Arrive in Happy Camp	1