
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
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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

Title: Telehealth Coordinator

Reports To: Medical Director

Location: Yreka, CA

Assigned Work Location: Does not qualify

Salary: \$22.00 - \$39.00 per hour/ DOE

Classification: Full-time, Regular, Non-Exempt

Summary: The Telehealth Coordinator works under the supervision of the Medical Director to schedule Telehealth visits and provide medical & nursing support services. Services include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory test. Documents in accordance with the established policy. Works as a team member and complies with Accreditation Association for Ambulatory Health Care (AAHC) standards. Has working knowledge of and understand clinic policy & procedures.

Application Deadline: December 31, 2024 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 2038, Fax: (855) 437-7888, or Email at humanresources@karuk.us

Position Description

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Responsibilities:

1. Serves as the primary contact for scheduling of telehealth visits, with the exception of Tele-psychiatry, which will be scheduled by Child and Family Services personnel.
2. Coordinates with internal and external technical support for troubleshooting of technical problems and system development as needed.
3. Assists with the data collection and report generation under the direction of the Medical Director for all internal and external Telehealth programs.
4. Assists staff providers with scheduling telehealth consultation appointments with specialty providers.
5. Prepares exam room and equipment prior to scheduled appointments, ensures successful audio/video connections are made, and stands by to provide technical assistance.
6. Assists patients and/or providers with all necessary documentation required prior to and after the telehealth visit.
7. Serves as liaison between referring providers, patients, specialty providers, and other support staff.
8. Supervises the eye Picture Archive Communication System (eyePAC) Diabetic Retinopathy program and train clinic employees to become certified with eyePAC.

9. Serves as Telehealth trainer to all staff that participates in any capacity of Telehealth program.
10. Serves as primary contact and submits all E-Consult correspondence to specialty providers.
11. Provides monthly Telehealth schedules to all sites.
12. Scans all Telehealth records into Electronic Health Record (EHR) system.
13. Provides medical and nursing support services, which include phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
14. Documents using approved policy.
15. Under supervision perform CLIA waived laboratory test.
16. Provides assistance to the clinic nurse with special patient educational programs.
17. Works as a team member and comply with AAAHC standards.
18. Assists in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
19. Assists the Clinic Physician and the Family Nurse Practitioner as necessary.
20. Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
21. Be available for local and out of the area travel as required for job related training. attend all required meetings and functions as requested.
22. Be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

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

Requirements:

1. Must have a high school diploma or equivalency. 1-2 years of experience in Telemedicine preferred but not required. Two years of experience as Medical Assistant or CNA, certification in Phlebotomy, and State of California certification in HIV Pre/Post Test Counseling are preferred.

2. Must have verification of Medical Assistant proficiency and training.
3. Must become certified and remain current in Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR).
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
6. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine and testing for Tuberculosis (TB) upon hire and per National Centers for Disease Control (CDC) guidelines as required. Must have an annual health exam and a flu immunization and a COVID-19 vaccination or exemption as required.
7. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
8. Must receive influenza vaccine annually.

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.

Committee Approved: December 12, 2024

Employee's Signature: _____