
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

Vacancy Announcement

Title: Public Health Licensed Vocational Nurse (PH-LVN)

Reports to: Public Health Nurse

Location: Medical Clinic - Yreka

Assigned Work Location: Yreka, CA

Salary: \$26.44 - \$40.87 per hour/DOE

Classification: Full Time, Regular, Non-Exempt

Summary: The Public Health Licensed Vocational Nurse (PH – LVN) is integral to advancing community health and well-being, with a particular focus on Native American populations, by providing culturally competent care, education, and outreach. This position requires a current LVN license and a strong commitment to public health and community service. Working under the guidance of the Public Health Nurse, the PH-LVN will actively contribute to the Tribe's public health initiatives, including health promotion, disease prevention, and direct nursing care across diverse community settings. This role offers the opportunity to make a meaningful impact through compassionate care and proactive health education.

Application Deadline: June 9, 2025 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 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

Position Description

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Responsibilities:

1. Assists in implementing health promotions and disease prevention programs focusing on maternal and child health, immunizations, injury prevention, diabetes management, Sexually Transmissible Infection (STI) prevention, & other public health priorities.
2. Ensures the confidentiality, security, and safety of patient records, and complies with the requirements of the Health Insurance Portability and Accountability Act (HIPPA).
3. Accurately and thoroughly documents patient assessments, interventions, and outcomes in the Electronic Health Record (EHR) in accordance with organizational protocols and legal requirements.
4. Provides diabetic outreach education and monitoring through home visits and community-based efforts as part of the Special Diabetes Program for Indians (SDPI); supports patients in blood glucose management, medication adherence, lifestyle changes; and contributes to improved health outcomes by promoting culturally appropriate, preventive care strategies & regular follow-up.
5. Conducts home visits to assess patient and family health needs, contributes to the development of individualized care plans under the Registered Nurse or Public Health Nurse (RN/PH)N or provider supervision; provides basic nursing care and treatments, and refers individuals to appropriate community resources for social, emotional, & preventive support services.
6. Demonstrates age-specific competence in providing care across the lifespan, including Infants, Toddlers, Preschoolers, School-Age Children, Adolescents, Young Adults, Middle Adults, and Older Adults (Geriatric/Elders).

7. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the Quality Management Department to meet Accreditation Association for Ambulatory Health Care (AAAHC) Standards.
8. Serves on health committees as requested and/or required.
9. Monitors and follows up on patient data, including laboratory results, health maintenance schedules, and other clinical quality measures, ensuring compliance with SDPI, Government Performance and Results Act (GPRA), quality improvement initiatives, & other public health reporting requirements.
10. Serves as a liaison between providers, specialty offices, pharmacies, patients, and families, facilitating communication and coordination of care to ensure access to appropriate health services.
11. Demonstrates expertise in developing and delivering training, guidance and support to Community Health Representatives (CHRs) and other staff as needed, fostering a collaborative and informed team environment.
12. Supports the coordination of community health activities, including outreach programs and immunization clinics, to ensure accessibility and promote health education and assists in the coordination of organization wide functions or activities.
13. Routine duties includes conducting health assessments and collecting accurate health data to assist in the development of individualized care plans and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Areas.
14. Is courteous in accepting other job duties as assigned.

Qualifications:

1. An LVN with a minimum of 2 years previous experience in home health/ambulatory care setting preferred.
2. Demonstrates respect for and ability to engage with Native American communities in rural settings, honoring cultural traditions, values, and community strengths while providing inclusive and responsive care.
3. Skilled in engaging with individuals and groups from culturally diverse backgrounds, promoting inclusivity and understanding.
4. Exhibits the ability to manage time effectively while exhibiting strong organizational skills; maintains composure and efficiency in high-pressure situations.
5. Exceptional interpersonal skills, fostering and sustaining positive relationships with colleagues, clients, and community members.
6. Strong aptitude for following written and oral instructions, with well-developed communication skills that enhance interaction with diverse audiences.
7. Proficient in utilizing software applications including various Electronic Patient Records, Microsoft Office Suite (Excel, Microsoft Word, PowerPoint) and email, along with experience in database management and internet research.
8. Maintains up-to-date knowledge of evidence-based best practices relevant to public health

nursing, and applies this knowledge under supervision to support culturally appropriate care, health education, and community outreach efforts.

Requirements:

1. Must have graduated from an accredited School of Nursing and possess a current State of California LVN License from the California Board of Vocational Nursing Psychiatric Technicians.
2. Must have current certification in Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) or be willing to obtain within 6 months of accepting position. Must receive post license training and certification in Intravenous (IV) Therapy and Blood draw if not already certified in these skills within 1 year of employment.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must be willing to travel to communities within the Karuk Tribe service area, including Yreka, CA, Happy Camp, CA Orleans, CA and surrounding regions.
5. Must adhere to the Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) and all Karuk policies.
6. Must be available for out-of-area travel for job related training, continuing education units (CEUs), and to attend all required meetings.
7. Must provide documentation of immunity to measles, mumps, rubella, and hepatitis B, or be willing to receive vaccinations in accordance with the National Centers for Disease Control (CDC) guidelines. An annual health examination and Tuberculosis (TB) screening are required.
8. 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.

Committee Approved: May 16, 2025

Employee: _____

Date: _____

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