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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

(Internal Posting)

**Title:** Clinic Transporter

**Reports To:** Lead Clinic Transporter

**Location:** Orleans, CA

**Salary:** \$15.00 to \$20.00 per hour

**Classification:** Full Time, Regular, Non-Exempt

**Summary:** The Clinic Transporter will be based out of one of the three communities the Karuk Tribe Health & Human Services operates and shall work a set 40 hour per week schedule transporting clinic patients to medical, dental and behavioral health appointments using available Tribal vehicles. Shall provide assistance to those patients needing special attention as indicated, (ex; handicapped).

**Application Deadline: October 25, 2021 By 5:00 pm**

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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

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**Responsibilities:**

1. Shall efficiently provide transportation to Clinic Patients to Medical/Dental appointments.
2. Shall competently provide assistance to those patients needing special attention as indicated (ex; handicapped).
3. Shall efficiently and responsibly ensure that all patients comply with State Laws and Tribal Policies (ex; wearing of seat belts, not drinking alcoholic beverages, no smoking, etc.).
4. Shall proficiently keep documentation of mileage for each trip, and credit card receipts and MAA logs.
5. Shall adequately be responsible for vehicle maintenance including cleanliness.
6. Shall be capably 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. Is courteous in accepting other job duties as assigned.

**Qualifications:**

1. Exhibits the ability to work effectively with Native American people in culturally diverse environments.
2. Displays the ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrates the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Exhibits the ability to understand and follow written and oral instructions.
5. Two (2) years of experience driving in local area and in various weather conditions preferred.

6. One (1) year experience working with the public preferred.
7. Knowledge and experience of body mechanics preferred, for assisting disabled persons.

**Requirements:**

1. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must possess a high school diploma /GED or equivalent
3. Must strictly adhere to confidentiality and HIPAA policies.
4. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine, Flu and Hepatitis B vaccine. Must test for TB upon hire and per CDC guidelines as required.
5. Must become certified in and remain current in CPR.
6. Must successfully pass a pre-employment drug and alcohol 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:** September 8, 2005; Revised February 25, 2016; Revised August 10, 2017, **Revised:** June 14, 2018, March 12, 2020, April 8, 2021

**Chairman Signature:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**NOTE: employee must sign position description annually, during their evaluation.**