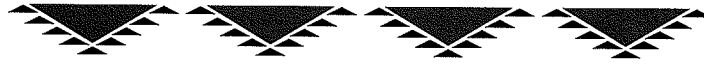

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



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

The Karuk Tribe is now accepting applications for the position of:

Medical Assistant, LVN, or RN

Medical Assistant: \$10-12, depending on experience

LVN: \$16-20, depending on experience

RN: \$19-22, depending on experience

Temporary Position (Approximately 30 days), Non-Exempt, Non-Entry Level

Shall work under the direct supervision of the Family Nurse Practitioner to provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory tests. Shall document in accordance with the established PCC policy. Shall provide assistance with special patient educational programs. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand clinic policy and procedures.

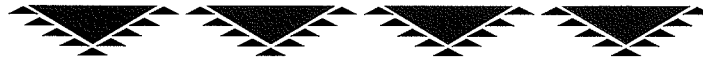
Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ Tribal (TERO) Preference shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Friday, September 14, 2012.

Position Posted On: 9/11/2012 9:01 AM

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POSITION DESCRIPTION

Title: Medical Assistant, LVN, or RN

Reports To: Family Nurse Practitioner

Location: Orleans Medical Clinic

Salary: **Medical Assistant:** \$10-12, depending on experience
LVN: \$16-20, depending on experience
RN: \$19-22, depending on experience

Summary: Shall work under the direct supervision of the Family Nurse Practitioner to provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory tests. Shall document in accordance with the established PCC policy. Shall provide assistance with special patient educational programs. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand clinic policy and procedures.

Classification: Temporary Position (Approximately 30 days), Non-Exempt, Non-Entry Level

Responsibilities:

1. Exhibits responsibility for the management of patient care areas, equipment and adequately orders supplies, stocks and cleans exam rooms.
2. Sufficiently ensures the confidentiality, security, and safety of patient billing records, and complies with the requirements of the IHS Privacy Act.
3. Proficiently works under the Family Nurse Practitioner's supervision in the dispensing of medications (if applicable), setting up for minor surgeries and assisting, and ensuring informed consent is signed.
4. Is competent in providing medical and nursing support services including but not limited to assessment, patient education, brief assessments including vital signs, height, weight and reason for visit, laboratory services, phlebotomy and injections, medication administration (if applicable), therapeutic services, emergency care, and triage.
5. Displays age specific competence in working with the following age groups: infant, toddler, preschool, school age, adolescents, early adult, young adult, middle adult, and geriatric.
6. Accurately documents using approved PCC policy and SOAP format.

7. Diligently, under supervision, performs CLIA waived laboratory test.
8. Appropriately provides assistance with special patient educational programs.
9. Efficiently collects data and monitors medical QM activities and reports findings, outcomes, and progress to ACQI Committee while courteously working as a team member to comply with AAAHC standards.
10. Efficiently maintains logs on referrals, medications, lab tests, equipment calibration and maintenance. Capably and appropriately demonstrates sterilization and infection control procedures, including documentation.
11. Cooperatively participates in cross training both to learn and teach in other clinical duties including but not limited to sterilization, tele-medicine, and lab responsibilities.
12. 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.
13. Is readily available for local and out of the area travel as required for job related training and maintains CEU's for applicable licenses. Is cooperative in attending all required meetings and functions as requested.
14. Is courteous in accepting other job related duties as assigned.

Qualifications:

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

Requirements:

1. Must have a high school diploma or equivalency.
2. **Medical Assistant:** Must have verification of Medical Assistant proficiency and training. Two years experience as Medical Assistant or CNA, certification in Phlebotomy, and State of California Certification in HIV Pre/Post Test Counseling are preferred. Applicants who are certified as an EMT or higher will receive preference in hiring.
3. **LVN or RN:** Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of Registered Nursing. Applicants with previous experience working in an ambulatory care clinic/acute care setting preferred.
4. Must become certified and remain current in infant, child and adult CPR.

5. Must possess valid driver's license, good driving record, proof of insurance and reliable transportation. Must be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
8. 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.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____