
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

Extended Posting

Vacancy Announcement

The Karuk Tribe is now accepting applications for:

Title: Community Health Representative I (CHR I)

Reports To: Community Health Representative Supervisor/PHN

Location: **Happy Camp** - Tribal health and Human Services Program

Pay Rate: \$10.00 – 12.00 per hour

Summary: Shall be a community based health care provider who furnishes paraprofessional community oriented primary care, disease prevention services and traditional Native concepts in multiple settings within the service area of the Karuk Tribe of California.

Classification: FT, Regular, Non-Exempt, Non-Entry Level

Application Deadline: 5pm Monday, March 3, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, P.O. Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: icolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

Position Posted On: 02/25/2014

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Position Description

Title: Community Health Representative I

Reports To: Community Health Representative Supervisor/PHN

Location: **Happy Camp** - Tribal health and Human Services Program

Pay Rate: \$10.00 to \$12.00 per hour, depending on experience

Summary: Shall be a community based health care provider who furnishes paraprofessional community oriented primary care, disease prevention services and traditional Native concepts in multiple settings within the service area of the Karuk Tribe of California.

Classification: FT, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall capably facilitate communication between community members and health care providers.
2. Shall adequately act as a client advocate to facilitate service to Native Americans and assist in overcoming barriers to the acquisition of health care.
3. Shall skillfully prepare and maintain a visitation schedule with all eligible residents in their area.
4. Shall adequately prepare and maintain family and client folders. Maintain follow up file including clinic appointments. Conduct ongoing review and assessment of family and clients.
5. Shall capably provide specific areas of health education including diabetes, hypertension, maternal and child health, immunizations, health promotion and disease prevention.
6. 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.
7. Shall readily be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Is courteous in accepting other job 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, clients, family and public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Experience with Native American community health outreach programs preferred

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
3. Must strictly adhere to the confidentiality and HIPAA policies.
4. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
5. Must provide documentation of immunity to measles, rubella and or become immunized with the recommended vaccine, including Hepatitis B and to test annually for Tuberculosis.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised October 19, 2005

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

****Employee must sign position description annually, during their evaluation.**