
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

Vacancy Announcement

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

Title: Community Outreach Worker/Transporter (CHR)

Reports To: Director of Community Services (PHN)

Location: Happy Camp

Starting Salary: \$10.00 to \$12.00 per hour, depending on experience

Classification: Full Time, Regular, Non-Exempt

Summary: The Community Outreach Worker/Transporter shall provide services to eligible clients including but not limited to; performing routine home visits, advocating as a liaison between clients and outside agencies, making client appointments, providing wellness checks, follow up care, referrals, social services, health education, and transportation of clients locally and out of the area as needed and available.

Application Deadline: 5pm, February 13, 2014

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

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: colegrove@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.

Position Description

Title:	Community Outreach Worker/Transporter (CHR)
Reports To:	Director of Community Services (PHN)
Location:	Happy Camp
Starting Salary:	\$10.00 to \$12.00 per hour, depending on experience
Classification:	Full Time, Regular, Non-Exempt

Summary: The Community Outreach Worker/Transporter shall provide services to eligible clients including but not limited to; performing routine home visits, advocating as a liaison between clients and outside agencies, making client appointments, providing wellness checks, follow up care, referrals, social services, health education, and transportation of clients locally and out of the area as needed and available.

Responsibilities:

1. Shall capably facilitate communication between community members and health care providers acting as a client advocate and improving access to health care.
2. Shall consistently provide necessary services to all eligible clients. These services include but are not limited to; acting as a liaison between clients and outside agencies, making client appointments, transporting clients locally and out of the area as needed and available, and regular home visits.
3. Shall skillfully prepare and maintain a visitation schedule with all eligible clients. Visitation should include but not be limited to wellness checks, vital sign screenings, follow-up from clinic visits, referrals to other health professionals and social services as needed. Also to be included are disease specific assessments with arrangement of follow-up clinic appointments as needed.
4. Shall capably provide specific areas of health education including diabetes, hypertension, maternal and child health, immunizations, health promotion and disease prevention.
5. Shall adequately prepare and maintain family and client folders and care plans. Maintain follow up file including clinic appointments. Conduct ongoing review and assessment of family and clients and revise care plan accordingly.
6. Shall exhibit the ability to work and communicate in a team oriented way with other outreach staff and supervisor in order to meet client needs.
7. Shall accurately keep daily contact logs and monthly posted calendar of activities and provide monthly reports to Supervisor summarizing all activities.
8. Shall adequately maintain open communication with Supervisor and other outreach staff.
9. Shall efficiently provide transportation to appointments and competently provide assistance to those individuals needing special attention as indicated (ex; handicapped).

10. Shall efficiently and responsibly ensure that all clients comply with State Laws and Tribal Policies (ex; wearing of seat belts, not drinking alcoholic beverages, no smoking, etc.) while riding in Tribal vehicles.
11. Shall proficiently keep documentation of mileage for each trip, and credit card receipts and be responsible for vehicle maintenance including cleanliness.
12. Routine duties shall include providing medical outreach 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. Shall be capably available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related 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.

Requirements:

1. Must possess High School Diploma or equivalent.
2. Must have competence in computer usage, including typing, data entry, and spreadsheets. Prior experience with RPMS System preferred.
3. Progressively responsible work experience in medical, social services, and/or closely related occupation(s) highly preferred.
4. Two (2) years experience driving in local area and in various weather conditions preferred.
5. One (1) year experience working with the public preferred.
6. Must be self-motivated and able to work with little supervision.
7. Experience with Native American community health outreach programs and medical programs preferred.
8. Must possess or complete BLS CPR, First Aid (or equivalent), and a form of CHR training within first year of employment.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

10. Must strictly adhere to confidentiality and HIPAA policies.
11. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine. Must test annually for TB.
12. 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.

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:

Chairman Signature: _____

Employee Signature: _____