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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

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

**Title:** Medical Clinic Aide

**Reports To:** Clinic Supervisor

**Location:** Happy Camp

**Salary:** \$9.00 to \$11.00 per hour, depending on experience

**Classification:** Part Time, 20 hours week, Regular, Non-Exempt, Non-Entry Level

**Summary:** Shall work under the supervision of the Clinic Supervisor, and be available to Front Office Staff for help with answering phones, routing telephone calls and taking messages. Assist with filing and other office support as needed. Medical Clinic Aide will be cross trained to assist the Back Office Staff in stocking supplies, sterilization procedures and equipment maintenance. Shall adhere to HIPAA guidelines at all times and comply with AAAHC standards.

**Application Deadline: 5pm Monday, October 14, 2013**

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

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

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## POSITION DESCRIPTION

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### Responsibilities:

1. Shall assist the Front Office Staff with answering phones, routing calls and taking messages.
2. Shall assist with filing, copying and other office procedures as needed.
3. Shall assist the Back Office Staff with stocking of supplies and forms in offices and exam rooms.
4. Shall be responsible for sterilization of medical instruments and maintenance and calibration of equipment once trained efficiently.
5. Is available for local and out of the area travel as required for job related training .
6. 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. Display 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 High School Diploma or equivalent.
2. Must have good computer knowledge, clerical skills and knowledge of office machines
3. Must possess excellent telephone skills and make a positive first impression on patients and visitors to the clinic.
4. Must possess a valid driver's license, driving records, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must become certified and remain current on infant, child and adult CPR and First Aid.
7. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.

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

**Council Approved: October 03, 2013**

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_