
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: Family Nurse Practitioner (Mid-Level)

Reports To: Clinic Physician

Location: Yreka and Happy Camp Clinics

Supervises: Medical Assistant(s) and other Clerical or support staff as needed.

Salary: \$70,000 to \$80,000, depending on experience

Classification: Full or Part Time, Regular, Exempt, Non-Entry Level

Summary: Nurse practitioners, also known as mid-level providers are health care professionals licensed and credentialed to practice primary care medicine under the supervision of the physician according to agreed-upon standardized procedures and protocols, ex; medical director/clinic physician. As part of their comprehensive responsibilities, mid-level practitioners conduct physical exams, diagnose and treat illnesses, order and interpret tests, counsel on preventive health care, assist with surgical procedures, and write prescriptions. Within the physician-mid-level relationship, these practitioners exercise autonomy in medical decision making and provide a broad range of diagnostic and therapeutic services. A mid-level practitioner's practice may also include education, research, and administrative services such as assisting with staff supervision and training. The mid-level practitioner shall work as a team leader and participate in monitoring organizational wide performance improvement activities as directed by the Medical Director/Clinic Physician. The mid-level may be asked to attend various Health and Human Services committee meetings and Karuk Health Board meetings as directed.

Application Deadline: Open Until Filled.

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.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Manager by the deadline listed.

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POSITION DESCRIPTION

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Responsibilities:

1. Provides comprehensive diagnostic, preventative and therapeutic health services to patients and family members under the continuing guidance of a physician.
2. Provides direct primary medical care services in the presence of illness or disability in order to maintain life, provide comfort, reduce distress and enhance coping ability.
3. Interviews, assesses and evaluates patients to determine their physical condition, medical services needed and orders initial diagnostic studies appropriate for the patient's medical condition.
4. Recognizes early stages of serious physical, emotional and/or mental problems.
5. Adheres to medical regimens to stabilize chronically ill persons; adjusts regimens within established protocols and recognizing when to refer the patient on for further specialized care.

6. Shall annually review the medical policies and procedures manual and shall make recommendations to the Medical Director/Clinic Physician.
7. Shall participate in organizational wide performance improvement activities as a member of the medical team.
8. Shall follow guidelines for reporting as required by Federal, State, local and Tribal regulations or laws.
9. Shall provide medical advice to Committees ex: CHS Managed Care, Medical Records, Performance Improvement, etc.
10. Shall assist the Medical staff in the development and training of educational programs for staff and patients.
11. Shall record patient visits in timely manner utilizing the established and approved charting format.
12. Shall consult as appropriate with the Medical Director/Clinic Physician to ensure the delivery of quality healthcare.
13. Shall assist with the supervision of Medical Assistant(s) and other clerical and support staff as needed.
14. 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.
15. Shall 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.
16. Other job related duties as assigned.

Qualifications:

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

Requirements:

1. Must possess Master's Degree and be currently licensed as a Nurse Practitioner with the California State Board of Registered Nursing. National Certification preferred.
2. A minimum of one (1) year experience as an FNP preferred. This preference may be waived dependent on the decision of the current medical staff.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

4. Must function according to standardized protocols developed in consultation with the Medical Director/Clinic Physician.
5. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
6. Must adhere to confidentiality and HIPAA policies.
7. 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.

Council Approved: July 12, 2007

Chairman's Signature: _____

Employee's Signature: _____