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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:** **Health Center Outreach and Enrollment Coordinator**

**Reports To:** Deputy Director of Karuk Health and Human Services

**Location:** Happy Camp, with travel to Orleans and Yreka

**Salary:** \$14.35 per hour

**Classification:** Full Time, Regular, Non Exempt, limited to one year

**Summary:** Shall facilitate increased awareness among the community members of the Karuk Tribe's Service Area (Happy Camp, Orleans area and Yreka) of affordable insurance options and provide eligibility and enrollment assistance to uninsured patients of health centers. Shall identify eligible patients and assist them with completing appropriate forms. Shall coordinate outreach and enrollment programs, services, and activities with the Patient Assistance Clerk and the Patient Eligibility Worker.

### **Application Deadline: 5pm Friday September 13, 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: [lclegrove@karuk.us](mailto:lclegrove@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 DESCRIPTION

**Title:** Health Center Outreach and Enrollment Coordinator

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### Responsibilities:

1. Help individuals understand and access affordability options by providing information and assistance in a manner that is culturally and linguistically appropriate to diverse communities and accessible to individuals with disabilities
2. Continually helps uninsured patients identify which new insurance options they may qualify for and routinely assists with completion of necessary forms to enroll in affordable health insurance coverage through the Health Insurance Marketplaces, Medicaid, or the Children's Health Insurance Program (CHIP), etc.
3. Constantly strives to ensure the confidentiality, security, and safety of patient information and demonstrates compliance with the requirements of the Privacy Act.
4. Conduct public education activities to raise awareness about coverage options available under Medicaid, CHIP and the Marketplace.
5. Accurately maintains files for patients receiving assistance to help them monitor their coverage and ensure that periodic and annual re-certifications are completed.
6. Provide information and assistance in a fair, accurate, and impartial manner.

7. Provide referrals to any applicable office of health insurance consumer assistance or ombudsman established under Section 2793 of the PHS Act to address consumer grievances, complaints, or questions about their health plan, coverage, or a determination.
8. Regularly assists patients in accessing the status of their applications and with maintaining current information on file with agencies so that coverage continues.
9. Constantly remains familiar with program guidelines and accurately communicates these guidelines to patients as needed.
10. Comply with and successfully complete all required and applicable federal and/or state consumer assistance training. Consistently attend all required meetings and functions as requested.
11. Readily accepts other job related duties as assigned.
12. Shall conduct “in reach” with currently uninsured health center patients and “outreach” to non-health center patients within all service areas.
13. Shall provide timely referrals to other resources, such as the toll-free Marketplace Call Center, or to other state or local entities that can more effectively serve the client.
14. Shall collaborate with other health centers and providers in all service areas to ensure that outreach and enrollment assistance activities are coordinated with other local, regional, and/or state-wide outreach and enrollment assistance efforts and training requirements.
15. Shall evaluate progress relative to the proposed work plan and may condition funding based on progress and adherence to Federal guidance and Marketplace requirements including training, conflict of interest, and adherence to Culturally and Linguistically Appropriate Services (CLAS) standards.
16. Shall comply with the requirement of the Health Center Outreach and Enrollment Assistance grant requirements, rules and regulations.
17. Other job related duties as assigned.

**Qualifications:**

1. Demonstrate and maintain expertise in: eligibility and enrollment rules and procedures; the range of qualified health plan options and insurance affordability programs; the needs of underserved and vulnerable populations; and privacy and security standards.
2. Have the ability to work effectively with Native American people in culturally diverse environments.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.

4. Have the ability to establish and maintain harmonious working relationships with other health centers and service providers, employees and the public.
5. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have High School Diploma or equivalent.
2. Must have basic computer skills including word processing and a basic knowledge of office procedures and business machines. Knowledge of medical terminology and pharmaceuticals preferred.
3. Must have strong oral and written communication skills.
4. Must have the ability to address sensitive issues in a confidential manner.
5. Must adhere to the confidentiality and HIPAA policies.
6. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine.
8. Must test annually for TB.
9. Must successfully pass a drug screening test and criminal background check.

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

**Council Approved: May 25, 2013**

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

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