
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**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

(Internal Posting)

Title: Lead Clinic Transporter

Reports To: Clinic Manager

Location: Yreka, CA

Salary: \$18.00 to \$25.00 per hour

Classification: Full Time, Regular, Non-Exempt

Summary: The Lead Clinic Transporter will be based out of one of the three communities the Karuk Tribe Health & Human Services operates and shall work a set 40 hour per week schedule transporting clinic patients to medical, dental and behavioral health appointments using available Tribal vehicles. Shall provide assistance to those patients needing special attention as indicated, (ex; handicapped). Shall train new transporters from all 3 locations: Shall communicate with all Transporters daily to insure all shifts and transports are covered. Shall communicate any absences or missed transports to appropriate Clinic Manager. Shall assist in yearly evaluations for all transporters. MAA logs, Scheduling in BMW, Mileage sheets, Credit Card usage and receipts. Service animals, Vehicle maintenance and cleanliness.

Application Deadline: December 16, 2020 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) Preference and 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

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Responsibilities:

1. Shall efficiently provide transportation to Clinic Patients to Medical/Dental appointments.
2. Shall communicate with all transporters on daily basis to insure all shifts and transports are covered.
3. Shall communicate any absences or missed transports to appropriate Clinic Manager.
4. Shall assist Clinic managers in the yearly evaluations.
5. Shall competently provide assistance to those patients needing special attention as indicated (ex; handicapped).
6. Shall efficiently and responsibly ensure that all patients comply with State Laws and Tribal Policies (ex; wearing of seat belts, not drinking alcoholic beverages, no smoking, etc.).
7. Shall proficiently keep documentation of mileage for each trip, and credit card receipts and MAA logs.
8. Shall adequately be responsible for vehicle maintenance including cleanliness.
9. Shall train all new transporters on MAA Logs, BMW, mileage sheets, Credit card usage and receipts, how to assist handicapped or elderly to and from vehicle, Service animals and Vehicle Maintenance and cleanliness.
10. Shall be capably available for local and out of the area travel as required for job related training.
11. Shall attend all required meetings and functions as requested.

12. Is courteous in accepting other 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.
5. One (1) year experience working with the public preferred.

Requirements:

1. Two (2) years of experience driving in local area and in various weather conditions preferred.
2. Knowledge and experience of body mechanics preferred, for assisting disabled persons.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must possess a high school diploma /GED or equivalent
5. Must strictly adhere to confidentiality and HIPAA policies.
6. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine, Flu vaccine yearly and Hepatitis B vaccine. Must test annually for TB with annual medical physical.
7. Must become certified in and remain current in CPR.
8. 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.

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: October 8, 2020

Chairman Signature: _____

Employee Signature: _____

NOTE: employee must sign position description annually, during their evaluation.