
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

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

(Internal Posting)

Title: Medical Assistant

Reports To: Lead LVN

Location: Orleans, CA

Salary: \$15.00-\$20.00 per hour, DOE

Classification: Full Time, Non-Exempt, Non-Entry Level

Summary: The Medical Assistant shall work under the supervision of the Lead LVN to provide medical and nursing support services. These include, but are not limited to: phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall, under supervision, perform CLIA waived laboratory test. Shall document in accordance with the established PCC policy. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand clinic policy and procedures. Shall provide support to the Medical Records and Front Office as necessary.

Application Deadline: November 11, 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.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Medical Assistant

Reports To: Lead LVN

Location: Orleans, CA

Salary: \$15.00-\$20.00 per hour, DOE

Classification: Full Time, Non-Exempt, Non-Entry Level

Summary: The Medical Assistant shall work under the supervision of the Lead LVN to provide medical and nursing support services. These include, but are not limited to: phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall, under supervision, perform CLIA waived laboratory test. Shall document in accordance with the established PCC policy. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand clinic policy and procedures. Shall provide support to the Medical Records and Front Office as necessary.

Responsibilities:

1. Shall provide medical and nursing support services, which include phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
2. Shall document using approved PCC policy.
3. Shall under supervision perform CLIA waived laboratory test.
4. Shall provide assistance to the clinic nurse with special patient educational programs.
5. Shall work as a team member and comply with AAAHC standards.
6. Shall assist in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
7. Shall assist the Clinic Physician and the Family Nurse Practitioner, and/or the Physician's Assistant as necessary.
8. Shall be cross trained to provide assistance to the Medical Records Department as necessary.
9. Shall be cross trained to provide support to the Front Office as necessary.
10. 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.
11. 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.
12. Shall be polite and maintain a priority system in accepting 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 have a high school diploma or equivalent.
2. Current Medical Assistant Certification; and/or experience as an Emergency Medical Technician (EMT), a Medical Assistant or a CNA; and/ or college level education in health specific courses as they relate to rendering care in the health care setting; and/or certification in Phlebotomy.
3. Must become certified and remain current in basic life support (BLS) CPR within the first six months of work.
4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and HIPAA policies.
6. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
7. 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: March 13, 2003

Revised: March 24, 2005, April 11, 2019, July 23, 2020

Chairman's Signature: _____

Employee's Signature: _____