
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:** Manager of HRSA, Compliance and Accreditation
- Reports To:** Chief Executive Officer of Health and Human Services
- Supervises:** Quality Management and Accreditation Trainee, GPRA Coordinator, Outreach & Enrollment Coordinator, and Risk Manager
- Location:** Happy Camp, CA
- Salary:** \$65,000 to \$95,000 depending on experience
- Classification:** Full Time, Regular, Exempt, Non-Entry Level
- Summary:** The HRSA, Compliance & Accreditation Manager reports to the CEO and works with various administrative support personnel to develop Karuk HHS' institutional capacity to implement sponsored programs in an adequate controlled environment to ensure compliance with all HRSA, responsible for the HRSA Grant, the FTCA Grant, and all claims management systems as well as being point of contact for FTCA and overseeing all claims as part of the daily monitoring of systems, performance improvement, risk management, and accreditation requirements or regulation. Shall facilitate the efforts of the Performance Improvement Committee and shall drive the initiative within the organization. Shall strategize to prevent the organization from business, financial, legal, and security risk or loss. Shall strive to secure the organization's reputation by controlling risk or the possibility of it. The Compliance Officer shall oversee and monitor the compliance program and shall work closely with the Business Office Manager to establish methods to improve efficiency and the quality of service. The Compliance Officer shall reduce the organization's vulnerability to fraud and abuse.

Application Deadline: November 18, 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

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Responsibilities:

Accreditation, Risk Management, and Compliance

1. Coordinate and administer pre-award and non-financial post-award reporting activities for all sponsored HRSA projects or requirements.
2. Point of Contact for FTCA claims management overseeing all claims and monitoring daily any potential claims and all aspects of the FTCA's oversight to prevent potential claims. Working with Karuk Tribal General Council for any claim's management.
3. Evaluates and monitors compliance with AAAHC Manual for Ambulatory Healthcare.
4. Facilitates the efforts of the Performance Improvement Committee.

5. Maintains and develops training programs in careLearning and works with RPMS site manager to maintain system. Shall monitor and maintain training compliance.
6. Assists management in developing education programs.
7. Serves as an expert in performance improvement concepts and tools.
8. Assists in the design and implementation of performance improvement concepts and activities.
9. Demonstrates skill in the development, implementation, revision and enforcement of KTHHSP policies and procedures.
10. Conducts assessments to define and analyze possible risk while considering its consequences.
11. Reviews all incident reports, near miss and adverse incident reports identifying trends and patterns, and investigates root causes when indicated.
12. Develops risk management controls and systems to eliminate or mitigate potential risk.
13. Prepares reports and presents recommendations, evaluates employee risk awareness, conducts compliance audits on funded projects, and assists in the implementation of plans and solutions.
14. Shall ensure that employees and physicians know and comply with Federal and State statutes, regulations, and standards.
15. Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or in any compliance reviews or investigations.
16. Shall ensure that the HHS_OIG List of Excluded individuals and entities disbarred from Federal Programs have checked with respect to all employees, medical staff, and independent contractors.
17. Shall appropriately investigate any report of allegation concerning possible unethical or improper business practices, and shall monitor subsequent corrective action and/or compliance.
18. Serves as risk manager and reviews all incidents reports. Identifies trends and patterns and investigates root causes when indicated and works to implement change.
19. Oversees all aspects of the HIPPA activities, privacy and security.
20. Routine duties may include providing educational services, and other health care related services in the home, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.

21. Is available for local and out of the area travel for job related training.

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 and even temperament.
3. Displays the ability to understand and follow oral and written instructions.
4. Experience in healthcare is preferred.
5. Experience working in the Indian health care delivery system working with American Indian/Alaska Native tribal governments is preferred.

Requirements:

1. Must possess a Bachelor's Degree with a minimum of five years' experience in Health Care Administration, Organizational Development, or related field. Progressively responsible professional work-related experience, education, or training may be substituted on a year- for-year basis for college education. A minimum of five (5) years of leadership/senior management experience supporting or leading compliance programs.
2. Excellent verbal and written communication skills with the ability to be detail oriented. Computer and technical skills (including Word, PowerPoint, Excel, Outlook). Demonstrated analytic skills including use of statistical methods, with strong writing, problem solving and communication skills. Experience that indicates the ability to interact effectively with leaders among American Indian communities, government agencies, scientific and academic communities, medical and health-related organizations, nongovernmental groups and the public at large is required
3. Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
4. 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. Must have an annual health examination.
5. Must successfully pass pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with 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: April 9, 2015

Revised: 7/20/17, July 30, 2020

Chairman's Signature: _____

Employee's Signature: _____

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