

**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

**Title:** Public Health Nurse  
**Reports to:** Medical Director  
**Location:** Yreka Medical Clinic  
**Supervises:** LVN, Community Health Workers  
**Salary:** \$62,000 - \$82,000 per year, DOE  
**Classification:** Full Time, Regular, Exempt, Non-Entry Level

**Summary:** The Public Health Nurse shall be a currently licensed Registered Nurse who is certified as a Public Health Nurse. He/She shall work within our Public Health Department providing outreach and education services to the local community and Native population as resources allow. Responsibilities of this position include assisting in the development and management of a team of care givers to provide home health services by developing managed care plans. Specific procedures relate to, health promotion and disease prevention education, monitoring, follow-up, maternal and child health, immunizations, injury prevention, diabetes, HIV/AIDS, and transportation services, and will assist in the coordination of the Special Diabetes Program for Indians. This position is responsible for developing and/or revising and enforcing infection control procedures organization wide. The PHN may be called on to participate in grant writing projects and shall be required to sit on specific committees and shall comply with all AAAHC standards.

### **Application Deadline: August 15, 2022**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## Position Description

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### Responsibilities:

1. Shall competently provide nursing services, and shall develop individualized care plans which include coordination with hospitals on discharge planning.
2. Appropriately manage and assist with a health care team which provides health promotion and disease prevention education, monitoring, follow-up, and maternal and child health, immunizations, injury prevention, diabetes, HIV/AIDS and other public health concerns.
3. Shall competently assist in the coordination with other departments to facilitate compliance with Tribal, IHS, State, and AAAHC standards for surveillance, prevention, and control of infections.
4. Serves patients by visiting homes; determining patient and family needs; developing health care plans; providing nursing services and treatments; referring patients with social and emotional problems to other community agencies.
5. Helps the community health care team by coordinating assessment, planning, and providing of needed health and related services; participating in case conferences with physicians, hospital and rehabilitative personnel, and representative of other agencies.
6. Provides health information by instructing family in care and rehabilitation of patient; maintaining health and prevention of disease for family members; teaching home nursing,

maternal and child care; providing instructions in other subjects related to individual and community welfare.

7. Safeguards health of children by participating in child health conferences, school health; providing group instruction for parents; conducting immunization programs.
8. Arranges convalescent and rehabilitative care of sick or injured persons by cooperating with families, community agencies, and medical personnel.
9. Improves quality results by studying, evaluating, and recommending changes in processes; implementing changes.
10. Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
11. Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
12. Documents actions by completing forms, reports, logs, and patient records.
13. Avoids legal challenges by complying with legal requirements; keeping patient information confidential.
14. Updates public health job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
15. Enhances public health department and city reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
16. Shall cooperatively and efficiently coordinate health promotion activities with local schools and Tribal Head Start programs by providing annual hearing and vision screenings and other educational activities as requested or deemed necessary.
17. Shall participate in or develop special outreach clinics to meet the goals of the organization.
18. Efficiently provides supervision and training to outreach staff and ensures appropriate RPMS data entry.
19. Shall appropriately collect data on outreach activities, on a monthly basis, to analyze staff productivity and shall report to Health Board as required.
20. Routine duties may include providing nursing and outreach services, and other health care related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's service area.
21. Shall consistently strive to comply with AAAHC standards and shall serve as a member of the ACQI Committee.

22. Is courteous in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work with Native American people in a culturally diverse environment.
2. Licensed as a CA Public Health Nurse. A Master's degree in public nursing is highly desired.
3. Minimum 2 years' experience in public health nursing and infection control preferred.
4. Minimum 1 year in a medical clinic.
5. Exhibits the ability to manage time and possesses organizational skills; works well under stressful conditions with an even temperament.
6. Displays the ability to establish and maintain harmonious working relationship with other employees and the public.
7. Demonstrates the ability to understand and follow written and oral instructions; has well developed communication and personal skills.
8. Possesses the ability to communicate with a diverse range of community members; has the ability to work with individuals and groups of people.
9. Is proficient with software applications such as Excel and/or other data base programs, Microsoft Word, Internet, E-mail, and Power Point.

**Requirements:**

1. Must be a Registered Nurse with a BS in Nursing, and possess or have the ability to obtain within 6 months a current State of California PHN License from the Board of Registered Nursing.
2. Must travel to the communities in the service area surrounding Yreka, Happy Camp and Orleans.
3. Must be available for out of the area travel as required for job related training and CEU's, and to attend all required meetings.
4. Must possess managerial competence to: (1) accomplish the quality and quantity of work expected within set limits of cost and time; (2) plan own work and carry-out assignments effectively independently or with a team; (3) analyze problems and work out solutions; (4) understand and advance towards goals; (5) develop improvements in or design new work methods and procedures; (6) develop and manage a departmental budget; (7) mentor staff and grow and strengthen relationships through the sharing of a common goal.
5. Must provide documentation of immunity to measles, and rubella or become immunized with the recommended vaccine and also Hepatitis C. Must test annually for TB and have an annual health exam. Must be immunized annually for flu.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

7. Must adhere to confidentiality and HIPAA policies.
8. 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:** August 3, 2017

**Council Revised:** 12/6/18

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

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

**\*\* Employee must sign position description annually, during their evaluation.**