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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 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

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## Vacancy Announcement

**Title:** Quality Management, Compliance and Accreditation Coordinator

**Reports to:** Manager of HRSA, Compliance and Accreditation

**Location:** Happy Camp

**Supervises:** Senior Nutrition

**Salary:** \$20.00 – 28.00 per/hr. depending on Experience

**Classification:** Full Time, Non-Exempt

**Summary:** The Compliance and Accreditation Coordinator shall work in Happy Camp under the direction of the Manager of HRSA, Compliance and Accreditation. The Compliance and Accreditation Coordinator will work to facilitate compliance within the Health and Human Services Program, maintain the policies and procedure files, maintain all Provider and employee files. The Compliance and Accreditation Coordinator will work to Credential all LIP (Licensed Independent Practitioners) oversee all licensed and certified professionals in maintaining their licensing and certifications, tracking all required CEU's and certifications required for their position within Health and Human Services Program.

**Application Deadline: April 15, 2021 by 5 PM**

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**

<b>Title:</b>	Quality Management, Compliance and Accreditation Coordinator
<b>Reports to:</b>	Manager of HRSA, Compliance and Accreditation
<b>Location:</b>	Happy Camp
<b>Supervises:</b>	Senior Nutrition
<b>Salary:</b>	\$20.00 – 28.00 per/hr. depending on Experience
<b>Classification:</b>	Full-time, Non-Exempt

**Summary:** The Compliance and Accreditation Coordinator shall work in Happy Camp under the direction of the Manager of HRSA, Compliance and Accreditation. The Compliance and Accreditation Coordinator will work to facilitate compliance within the Health and Human Services Program, maintain the policies and procedure files, maintain all Provider and employee files. The Compliance and Accreditation Coordinator will work to Credential all LIP (Licensed Independent Practitioners) oversee all licensed and certified professionals in maintaining their licensing and certifications, tracking all required CEU's and certifications required for their position within Health and Human Services Program.

### **Responsibilities:**

1. Maintaining Credentialing and Privileging of all LIP's, (Licensed Independent Practitioners) maintaining employee files insuring all licensing and certifications are maintained and current within the Health and Human Services Programs. Keep every employee within HHS file's up to date and current.
2. Evaluates and monitors compliance with AAAHC Manual for Ambulatory Healthcare.
3. Facilitates the efforts of the Performance Improvement Committee.
4. Assist management in developing education programs.
5. Serves as an expert in performance improvement concepts and tools.
6. Guides the organization in the concepts of Continuous Quality Improvement and Accreditation.
7. Assists in the design and implementation of performance improvement concepts and activities.
8. Demonstrates skill in the development, implementation, revision and enforcement of KTHHSP policies and procedures.
9. Conducts assessments to define and analyze possible risk while considering its consequences.
10. Works with Risk Management to ensure all yearly trainings are completed.
11. Develops and maintains all policies and procedures keeping the current Policies and shared files current and up to date.
12. Prepares reports and presents recommendations.
13. Assist the implementation of solutions and plans.
14. Evaluates employees' risk awareness and trains as necessary.
15. Conducts internal compliance audits on funded projects.
16. Shall ensure that employees and physicians know and comply with Federal and State statues, regulations, and standards.

17. Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or in any compliance reviews or investigations.
18. Shall ensure that the HHS-OIG List of Excluded individuals and entities disbarred from Federal Programs are checked with respect to all employees, medical staff, and independent contractors.
19. Shall appropriately investigate any report of allegation concerning possible unethical or improper business practices, and shall monitor subsequent corrective action and/or compliance.
20. Works with Risk Management to maintain HHS compliance
21. Oversees all aspects of the HIPPA activities, privacy and security.
22. 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.
23. 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 an even temperament.
3. Displays the ability to understand and follow oral and written instructions.

**Requirements:**

1. A Bachelor's Degree in Business Management or Health Care Management; or possession of a professional license in Health Care; or certification in a Health or Human Service field with 2 years in management.
2. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in conflict resolution through peacemaking and mediation.
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 testing for TB upon hire and per CDC guidelines as required. Annual Flu Immunizations are required. Must have an annual health examination within the first 15 days of employment and yearly, before the anniversary of hire date.
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:** December 6, 2018

**Revised:** April 8, 2021

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

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

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