
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: RN/LVN

Reports to: Medical Director/Clinic Physician

Location: Karuk Community Health Clinic (Happy Camp)

Salary: Depends on Experience

Summary: The RN/LVN/MA shall work in the Happy Camp Clinic under the direction of the Medical Director of Clinic Physician, to provide medical and nursing support services and management. Will work in conjunction with the ACQI department to meet AAAHC standards. Shall work as a team player with the Medical staff to collect data and monitor Medical QI activity. Will be responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Will assist in the development of (and) abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide patient care education.

Application Deadline: 5pm, Thursday January 23, 2014.

Job descriptions and applications are available online at: www.karuk.us/jobs

- Mail to: Karuk Tribe, PO Box 1016, Happy Camp, CA 96039.
- Fax: 530-493-5322
- Email: lcolegrove@karuk.us
- Telephone (530) 493-1600, ext: 2010
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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.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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POSITION DESCRIPTION

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Responsibilities:

1. Exhibits responsibility for the management of patient care areas, equipment and the ordering of supplies.
2. Sufficiently ensures the confidentiality, security and safety of patient billing records and shall comply with the requirements of the HIS Privacy Act/HIPAA.
3. Proficiently works under the Medical Director/Clinic Physician/PA supervision in the dispensing of all medication.
4. Appropriately and sufficiently records patient information using the SOAP format.
5. Is competent in providing medical and nursing support services, ex; assessment, patient education, Laboratory services, phlebotomy, medication administration, therapeutic services, emergency care and triage, Pharmaceutical, wound care.
6. Efficiently collects data and monitors medical activities, and reports findings, outcomes, and progress to the ACQI Committee or as directed to the Karuk Council.
7. Displays age specific competence in working with:

- Infants
 - Toddlers
 - Preschool
 - School Age
 - Early Adult
 - Adolescents
 - Young Adult
 - Middle Adult
 - Geriatric
8. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the CQI Department to meet AAAHC Ambulatory Health Care Standards
 9. Cooperatively serves on health committees as requested.
 10. Efficiently maintains logs on referrals, medications, lab test, equipment calibration and maintenance.
 11. Cooperatively and knowledgeably assist in the development of policies, protocols, or procedures and reviews them annually.
 12. Exhibits skill in developing and providing training to medical staff and other Tribal employees as necessary.
 13. Displays knowledge and understanding in coordinating, training, and distributing Advanced Directive material and information to all KTHP clinic sites and designated staff.
 14. Cooperatively assist in the coordination of policies or other organization wide functions or activities.
 15. Is capably available for local and out of the area travel as required for job related training and maintains CEU's for license renewal. Is cooperative in attending all required meetings and functions as requested.
 16. Is courteous in accepting other job duties as assigned.

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 establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of Registered Nursing. RN or LVN=s with previous experience working in an ambulatory care clinic/acute care setting preferred. Experience working as an MA.
2. Must have current CPR card including adult, child and infant CPR.
3. Must possess valid driver-s license, good driving record, and be insurable by the Tribe=s insurance carrier.
4. Must adhere to confidentiality policy.
5. 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.
6. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved:

Chairman=s Signature: _____

Employee=s Signature: _____