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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 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

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## **Vacancy Announcement**

**Title:** Receptionist

**Reports To:** Licensed Clinical Social Worker (LCSW) Clinical Supervisor

**Location:** Yreka

**Salary:** \$10.00 to \$1200 per hour, depending on experience

**Summary:** The Receptionist is responsible for telephone screenings and referrals to appropriate staff or agencies. Will provide data entry of behavioral health patient information into RPMS system. Will perform billing functions and maintain and file relevant billing records for Behavioral Health Program. Will comply with AAAHC Behavioral Health standards and maintain confidentiality of all patient data.

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

### **Application Deadline: 5pm Friday May 23, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or  
Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us)

The Karuk Tribe's **(TERO) Preference, AND KTHA residential preference apply, 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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**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Responsibilities:**

1. Shall be responsible for the efficient and timely entry of patient data into the RPMS system.
2. Shall maintain and make necessary corrections to RPMS files.
3. Shall enter and retrieve data as requested or required.
4. Shall review and proofread all data before entering into RPMS files.
5. Shall strive to comply with AAAHC Behavioral Health Standards and shall collect and monitor PI data as required.
6. Shall collect billing information, i.e., make copies of Medi-Cal cards, Medicare cards, insurance cards, identification, etc.
7. Shall ensure completeness of insurance and third party coverage information.
8. Shall file all billing records, collection records, and correspondence and shall keep them updated.
9. Shall answer the telephone, provide initial screening, and route calls to appropriate person or agency. Shall take messages when staff is unavailable.
10. Shall provide office support, as time allows, i.e., limited typing, filing, etc.
11. Shall ensure the confidentiality, security and safety of patient records, including billing records, and comply with Medical Records Policy and Procedures and the requirements of the Privacy Act.

12. Shall process all mail, run errands required for daily operation of Yreka office, and
13. Shall assist Behavioral Health clients with coordination of transportation as required.
14. Shall schedule therapeutic appointments for and assist the Yreka based Therapists'.
15. Shall assist in the operations of the Psychiatry Clinic as directed by Clinical Supervisor.
16. Shall be available for local and out of the area travel as required for job related training.
17. Shall attend all required meetings and functions as requested.
18. Shall provide Secretarial Support to the Director of Child and Family Services when directed to do so.
19. Shall be polite and maintain a priority system in accepting other position related 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.

Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess high school diploma or Equivalent (GED).
2. Must possess basic office skills such as; good telephone skills, typing and alphabetical/numerical filing, computer skills including Microsoft Office and word processing.
3. Must have basic understanding of medical billing software, experience with adding machines, and knowledge of business math.
4. Must have the ability to work independently with little supervision.
5. Must possess excellent communication skills, ex; telephone, written, and verbal.
6. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality and HIPAA policies.

9. 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.
10. Must successfully pass a pre-employment drug and alcohol 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: October 6, 2005, Revised June 27, 2007, Revised May 8, 2013, May 12, 2014**

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

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