
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

Vacancy Announcement

Title: Risk Manager

Reports to: Manager of HRSA, Compliance, and Accreditation

Location: Happy Camp

Salary: \$ 20 - \$28 per/hr. depending on experience

Summary: The Risk Manager will report to the Manager of HRSA, Compliance, and Accreditation to establish a 'Culture of Safety' and shall fulfill the requirements of the Operational Checklist and Risk Management Plan. The scope and function of the program interfaces with many operational departments and services throughout the health center as well as HRSA. The Risk Manager shall focus on HRSA requirements and will coordinate the Federal Tort Claims Act (FTCA) application requirements and annual submission to HRSA. Shall strategize to prevent the organization from business, financial, legal, and security loss, and shall strive to secure the organization's reputation by controlling risk or the possibility of it.

Classification: Full Time, Regular, Non-exempt, Non-Entry Level

Application Deadline: January 17, 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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Reports to:	Manager of HRSA, Compliance, and Accreditation
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Classification:	Full Time, Regular, Non-exempt, Non-Entry Level

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Responsibilities:

1. Develops risk management controls and systems to eliminate or mitigate potential risk.
2. Prepares reports and presents recommendations to the ACQI Committee and Health Board.
3. Shall routinely assess and capture information and or situations that could lead to accidents, injuries, or other adverse events involving patients, employees, visitors and others which include: hazardous conditions, near misses, adverse events, and incident reports.
4. Conducts assessments to define and analyze possible risk while considering its consequences.
5. Examines events, near misses, claims, patient grievances and answers patient complaints.
6. Reviews all incident reports, identifies trends and patterns, and investigates root causes.
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. Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

10. Be polite and maintain a priority system in accepting other job duties as assigned.

Qualifications:

1. Must have the ability to: communicate, negotiate, remain objective, keep confidentiality, and exercise analytical skills.
2. Must have effective communication skills in which to lead a team in Risk Management activities.
3. Displays the ability to work effectively with staff in a culturally diverse environment.
4. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
5. Displays the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a Bachelor's Degree with a minimum of 3 years' experience in health care management or possession of a professional license or certification in a health field.
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 vaccine and test for TB per CDC Guidelines. Must be vaccinated annually for the flu and 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 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: December 5, 2019

Chairman's Signature: _____

Employee's Signature: _____