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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:** Clinic Manager

**Reports To:** Operations Manager

**Location:** Happy Camp/Orleans/Yreka

**Salary:** \$45,000 – 65,000 per year, Depending on Experience/Licensure

**Classification:** Full Time, Regular, Exempt

**Summary:** The Clinic Manager shall oversee operations and manage patient flow in assigned Karuk Medical Clinic. The Clinic Manager shall provide back-up coverage for window reception, answering phone calls, medical records and patient assistance. Shall ensure maximized scheduling of Medical department, and shall ensure effective staff utilization to meet staffing and workload requirements. This position shall ensure that staff members obtain complete billing information for each patient in a timely manner and collect the required fees. Shall coordinate meetings and provide ongoing customer service training. Shall actively participate in the recruitment and hiring of medical clinic staff. Shall be an active member of the ACQI committee and shall strive to comply with all relevant AAAHC standards.

### **Application Deadline: July 30, 2018 @ 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 Resource Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## Position Description

**Title:** Clinic Manager

**Reports to:** Operations Manager

**Location:** Happy Camp/Orleans/Yreka

**Supervises** Front Office Staff, Janitor and provides administrative support to clinical personnel

**Salary:** \$45,000 – 65,000 per year, Depending on Experience/Licensure

**Classification:** Full Time, Regular, Exempt

**Summary:** The Clinic Manager shall oversee operations and manage patient flow in assigned Karuk Medical Clinic. The Clinic Manager shall provide back-up coverage for window reception, answering phone calls, medical records and patient assistance. Shall ensure maximized scheduling of Medical department, and shall ensure effective staff utilization to meet staffing and workload requirements. This position shall ensure that staff members obtain complete billing information for each patient in a timely manner and collect the required fees. Shall coordinate meetings and provide ongoing customer service training. Shall actively participate in the recruitment and hiring of medical clinic staff. Shall be an active member of the ACQI committee and shall strive to comply with all relevant AAAHC standards.

### Responsibilities:

1. Manages clinic operations including, but not limited to day to day supervision of staffing schedules, phone access to the health care team, and patient flow.
2. Ensures maximized scheduling of Medical department in coordination with providers and front office staff.
3. Ensures effective staff utilization to meet staffing and workload requirements and supports the delivery of quality patient care and services.
4. Shall be responsible for staff time and the turning in of time sheets to the payroll department.
5. Participates in the recruitment and hiring of clinic staff and ensures that staff receive regular performance evaluations.
6. Ensures that clinic staff members obtain complete billing information for each patient at each visit in a timely manner and the fees are collected as required.

7. Coordinates meetings and provides ongoing training as needed for continuous quality improvement.
8. Maintains a positive and pleasant interdepartmental working atmosphere that encourages teamwork and customer satisfaction.
9. Consults with the senior management and submits reports as required.
10. Shall assist in preparation of medical clinic budget and regularly monitor expenditures.
11. Actively participates in the accreditation process, is a member of ACQI, and ensures compliance with AAAHC standards.
12. Shall provide medical 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 as required.
13. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
14. Is polite and maintains a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Must exhibit a high degree of courtesy, tact, and poise when interacting with patients, families staff and other health care professionals.
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. Must demonstrate the ability to work effectively with Native American people in culturally diverse environments.
5. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a minimum of three (3) years of supervision experience in the health care field. Experience may be substituted with clinical licensure (such as RN, LVN) or documented coursework and/or training in healthcare management.
2. Must possess leadership, communication, interpersonal, organization and evaluation abilities.
3. Must possess computer literacy with skills to generate data reports and analyze them.
4. Must be self-motivated and be proficient in supervising and motivating subordinates.
5. Must possess written oral and communication skills with strong organizational problem solving and analytical skills.
6. Must have current CPR certification including adult, child and infant CPR.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to the 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 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: July 25, 2018**

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

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

**\*\* Employees must sign position descriptions annually, during their evaluation.**