
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:** GPRA Coordinator
- Reports to:** Manager of Grants, Compliance, and Accreditation
- Location:** Happy Camp or Yreka or Orleans
- Salary:** \$19 to \$23/hour, depending on experience
- Classification:** 40 hours per week.
Regular, Non-Exempt, Non-Entry Level
- Summary:** The GPRA Coordinator shall work in Happy Camp or Yreka or Orleans under the direction of the Manager of Grants, Compliance, and Accreditation with a primary responsibility for coordinating and improving the Karuk Tribal Health and Human Service Program (KTHHSP) GPRA, Diabetic Audit, and Immunization Measures throughout all Karuk Tribal Clinics.

Application Deadline: February 13, 2017

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 Coordinator, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: GPRA Coordinator

Reports To: Manager of Grants, Compliance, and Accreditation

Location: Happy Camp or Yreka or Orleans

Salary: \$19 to \$23/hour, depending on experience

Summary: The GPRA Coordinator shall work in Happy Camp or Yreka or Orleans under the direction of the Manager of Grants, Compliance, and Accreditation with a primary responsibility for coordinating and improving the Karuk Tribal Health and Human Service Program (KTHHSP) GPRA, Diabetic Audit, and Immunization Measures throughout all Karuk Tribal Clinics.

Classification: 40 hours per week.
Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Proficiently works with the CEO of Health and Human Services, Manager of Grants, Compliance, and Accreditation, and the Public Health Nurse to develop an overall KTHHSP GPRA Improvement Plan.
2. Effectively works with Indian Health Service GPRA Coordinators, both at a National and Area Level, to ascertain which GPRA indicators are being required and ensure that KTHHSP GPRA data is accurately forwarded to them.
3. Cooperatively works with Medical Director, Dental Director, Social Services Program, Health Care Providers, IT Department, RPMS Site Manager, Electronic Health Record implementation team, Community Health Representatives, and other necessary health staff to coordinate and implement the GPRA Improvement Plan.
4. Competently uses RPMS to retrieve lists of patients requiring needed GPRA interventions.
5. Professionally interfaces directly with patients to ensure they receive the GPRA required services, or document refusal of services. This can include performing or coordinating home visits as appropriate by employee and/or other health staff assigned to help with the effort.
6. Competently performs Performance Improvement projects and reports accordingly.
7. Works cooperatively with IT and Clinic Staff to improve data collection for GPRA, Immunization and Diabetic Audits.
8. Appropriately helps KTHHSP staff to ensure that GPRA data is accessible electronically, and accurately, to the Indian Health Service for GPRA and other audit purposes.
9. Exhibits skills necessary to coordinate necessary training for KTHHSP staff as needed for implementation of the GPRA Improvement Plan.

10. Effectively communicates and delivers public presentations.
11. Is capably available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
12. Provides monthly progress reports to the ACQI committee or other entities as requested.
13. 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 and exhibits interest in and/or knowledge of health delivery services to Native American people.
2. Demonstrates leadership qualities including time management, verbal and written communication skills, problem solving, decision making, priority setting, work delegation, and work organization.
3. Exhibits the ability to manage time well, work independently, and work under stressful conditions with an even temperament.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. The ideal candidate will be excited about improving the health of underserved communities, and be energetic and self-motivated in achieving agreed upon goals.
7. Willingness to take responsibility in this position to provide services as outlined in the position description and displays flexibility and creativity in this process.
8. Ability to work effectively, cooperatively, and efficiently. Must be committed to the success of the total job and be responsible for meeting program goals.
9. Demonstrates knowledge of RPMS or other EHR systems or is willing to learn RPMS system.

Requirements:

1. Must have: a) Bachelor's degree in health services, or equivalent, with experience in Diabetes Management, **OR** b) Bachelor's degree in any Human services field with experience in Diabetes Management and/or health related field **OR** c) have equivalent of five years of experience in health care clinic environment with an emphasis on Diabetes Management.
2. Must be proficient in various computer programs, including RPMS/EHR and Microsoft Office.
3. Must have the ability to communicate effectively and establish and maintain professional relationships with outside agencies.

4. Must have or obtain 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 and HIPAA policies.
5. Must provide documentation of immunity to rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must take annual flu vaccine.
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.

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: February 2, 2017

Chairman's Signature: _____

Employee's Signature: _____