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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:** Yreka Clinic Courier

**Reports To:** Purchased/Referred Care Supervisor

**Location:** Happy Camp with travel to Yreka daily

**Salary:** \$12.00-\$14.50 per hour

**Classification:** Part Time (5 hours per day average), Non-Exempt, Entry Level.

**Summary:** Shall be responsible for Monday through Friday deliveries of medications and other items between the two clinic sites of the Karuk Tribal Health Program. Detailed schedule attached.

## **Application Deadline: Open Until Filled**

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:** Yreka Clinic Courier

**Reports To:** Purchased/Referred Care Supervisor

**Location:** Happy Camp with travel to Yreka daily

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**Summary:** Shall be responsible for Monday through Friday deliveries of medications and other items between the two clinic sites of the Karuk Tribal Health Program. Detailed schedule attached.

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### Responsibilities:

1. Shall pickup labs from Karuk Community Health Clinic Monday through Friday and deliver to Yreka Clinic for Quest courier.
2. Shall pickup labs from Karuk Community Health Clinic as needed and deliver to Fairchild Medical Center for processing, and pickup x-ray reports at FMC.
3. Shall pickup interoffice mail from Happy Camp Housing Authority and deliver to Yreka Housing.
4. Shall pickup and deliver interoffice mail to Yreka Medical Clinic Receptionist, TANF, Headstart, Amkuuf Smoke Shop, Child & Family Services, and Rain Rock Casino as needed Monday through Friday. Happy Camp mail is delivered to the Administration Receptionist.
5. Shall make miscellaneous deliveries and pickups as instructed.
6. Shall pickup medications from Raley's Monday through Friday and deliver to Karuk Medical Clinic Happy Camp.
7. Shall remain in compliance with Karuk Tribe vehicle use policy; hours of vehicle use/operation are from 11 am to 4 pm.
8. Shall attend all required meetings and functions as requested.
9. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must adhere to confidentiality and HIPAA policies.
3. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B, and test annually for TB.
4. Must successfully pass a 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:** February 12, 2004, Revised June 14, 2007, Revised March 28, 2013, **Revised June 14, 2018.**

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

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

### Daily Schedule (Flexible Depending on Variances)

<b>Time</b>	<b>Location</b>	<b>Hours Paid</b>
11AM	Depart for Yreka	0
12:30	Arrive in Yreka	1.75
12:30-1:30pm	Yreka Stops	1.0
1:30-2pm	Afternoon Break in Yreka	0
2pm	Arrive at Raley's	0
2-2:15pm	Pickup Medication at Raley's	0.25
2:15pm	Depart for Happy Camp	00
3:45pm	Arrive in Happy Camp	1.75
3:45-4pm	Happy Camp Stops	0.25
4pm	Released from Duty	0
	<b>Total Hours:</b>	<b>5</b>