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Happy Camp, CA 96039  
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64236 Second Avenue  
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Phone: (530) 493-2201  
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**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:** GPRA/PHP (Partnership Health Plan) Improvement Coordinator

**Reports To:** Manager of HRSA, Compliance, and Accreditation

**Location:** Happy Camp or Yreka or Orleans

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

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

**Summary:** The GPRA/PHP Improvement Coordinator shall work in Happy Camp or Yreka or Orleans under the direction of the Manager of HRSA, Compliance, and Accreditation. Primary responsibility is to improve the GPRA and Partnership measures selected by IHS (Indian Health Service) and PHP on an annual basis. This includes collaboration with other staff members to raise Diabetic Audit and Childhood Immunization scores.

### **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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

**Title:** GPRA/PHP (Partnership Health Plan) Improvement Coordinator

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### Responsibilities:

1. Proficiently works with the CEO of Health and Human Services, Manager of HRSA, 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. Effectively works with Partnership Health Plan to ascertain which PHP indicators are being required and ensure that KTHHSP PHP measures and data are accurate.
4. 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.
5. Competently uses RPMS to retrieve lists of patients requiring needed GPRA interventions.
6. 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.
7. Competently performs Performance Improvement projects and reports accordingly.

8. Works cooperatively with IT and Clinic Staff to improve data collection for GPRA, Immunization and Diabetic Audits and clinical PHP measures.
9. Exhibits skills necessary to coordinate necessary training for KTHHSP staff as needed for implementation of the GPRA Improvement Plan.
10. 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.
11. Exhibits skills necessary to coordinate necessary training for KTHHSP staff as needed for implementation of the GPRA Improvement Plan.
12. 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.
13. Provides monthly progress reports to the ACQI committee or other entities as requested.
14. 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. Must have the ability to communicate effectively to establish and maintain harmonious working relationships with other employees, the public, and outside agencies.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Demonstrates knowledge of RPMS or EHR systems.

**Requirements:**

1. Must have experience working in health services with 2 years in administration or support field.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

3. Must adhere to confidentiality and HIPAA policies.
4. 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.
5. 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

**Revised:** January 9, 2020

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

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