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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  
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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**

**(Internal Posting)**

**Title:** Registered Dental Hygienist (RDH)

**Reports To:** Dental Director

**Location:** Yreka Dental Clinic

**Salary:** Depends on Experience

**Summary:**

Shall be responsible to oversee the day to day Dental Hygiene activities of the dental clinics. Shall implement and follow all organizational wide dental policies and procedures. Shall demonstrate the ability to appropriately diagnose and treat program patients of all ages to achieve the best results possible, within an estimated treatment time, with maximum concern for patient comfort and deliver quality care. Then appropriately document: findings, diagnosis, patient's medication conditions, allergies, patient's general oral health and treatment rendered. Shall serve as a member of the dental team and participate in the dental CQI projects.

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

**Application Deadline: November 27, 2019 by 5:00 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 Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## Position Description

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**Location:** Yreka Dental Clinic

**Salary:** Depends on Experience

**Summary:** Shall be responsible to oversee the day to day Dental Hygiene activities of the dental clinics. Shall implement and follow all organizational wide dental policies and procedures. Shall demonstrate the ability to appropriately diagnose and treat program patients of all ages to achieve the best results possible, within an estimated treatment time, with maximum concern for patient comfort and deliver quality care. Then appropriately document: findings, diagnosis, patient's medication conditions, allergies, patient's general oral health and treatment rendered. Shall serve as a member of the dental team and participate in the dental CQI projects.

**Classifications:** Full Time, Regular, Non Exempt

**Responsibilities:**

1. Shall sufficiently provide management for the Dental Hygienist schedule, patient treatment and other hygiene services.
  2. Shall display age-specific competencies in working with:
    - Infants
    - Toddlers
    - Preschool
    - School Age
    - Adolescents
    - Early Adult
    - Middle Adult
    - Geriatric
  3. Shall effectively participate in the annual review of the dental policies and procedures manual and make recommendations for updates/changes.
  4. Shall adequately supervise the RDA or DA appropriate.
  5. Shall consistently attend and/or report to the ACQI Committee, when appropriate.
  6. Shall efficiently strive for compliance with JCAHO Ambulatory Healthcare Standards.
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7. Shall adequately report as required by the Federal, State, County, Local, and Tribal regulations.
  8. Shall adequately participate in the development of educational programs for training staff and patients.
  9. Shall be readily available for local and out of area travel as required for job related training. Shall attend all required meetings and functions as requested.

10. Is courteous in accepting other duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
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. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be a graduate of an accredited Dental Hygiene school and must be a licensed Dental Hygienist. Must possess a current California license, or obtain within one year from date of employment.
2. Must apply to the Medical Staff and receive clinical privileges from the Karuk Tribal Health Board.
3. Must maintain CEU's as required for license renewal.
4. Must certify and remain current in CPR
5. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must strictly adhere to confidentiality policy.
7. Must provide documentation of immunity to measles, rubella, and/or become immunized with the recommended vaccines, including Hepatitis B, and test annually for TB.
8. Must successfully pass a drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 92-0-01, Tribal Preference will be observed in hiring.

**Council Approved: Revised October 6, 2005, Revised November 8, 2007**

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

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