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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

The Karuk Tribe is now accepting applications for the position of:

**Title:** Family Nurse Practitioner or Physician Assistant

**Reports To:** Medical Director

**Location:** Orleans

**Salary:** \$70,000 - \$80,000, depending on experience

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

**Summary:** Shall work under the supervision of the Medical Director, to provide primary care to program patients. Shall assist with medical staff supervision and training. Shall work as a team leader and shall monitor all organizational wide performance improvement activities and shall serve as a member of the Accreditation Continuous Quality Improvement Committee. Shall be required to attend Karuk Health Board meetings as directed.

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

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [lcogrove@karuk.us](mailto:lcogrove@karuk.us)

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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## POSITION DESCRIPTION

**Title:** Family Nurse Practitioner or Physician Assistant

**Reports To:** Medical Director

**Location:** Yreka, Happy Camp, and Orleans Clinics

**Supervises:** **Yreka and Happy Camp:** No Supervision,  
**Orleans:** Clinic Nurse(s) and Clinic Receptionist

**Salary:** \$70,000 - \$80,000, depending on experience

**Classification:** Full-Time (Temporary), Non-Exempt, Non-Entry Level

**Summary:** Shall work under the supervision of the Medical Director, to provide primary care to program patients. Shall assist with medical staff supervision and training. Shall work as a team leader and shall monitor all organizational wide performance improvement activities and shall serve as a member of the Accreditation Continuous Quality Improvement Committee. Shall be required to attend Karuk Health Board meetings as directed.

**Responsibilities:**

1. Shall competently provide Direct primary care services to program patients.
2. Displays age-specific competence working with Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric.
3. Shall appropriately review the medical policies and procedures manual annually and make recommendations to the Medical Director.
4. Shall proficiently monitor organizational wide performance improvement activities as a member of the medical team.
5. Shall efficiently follow guidelines for reporting as required by Federal, State, local and Tribal regulations or laws.
6. Shall appropriately provide medical advice to Committees ex; CHS Managed Care, Medical Records, ACQI, etc.
7. Shall competently assist the Medical staff in the development and training of educational programs for staff and patients.

8. Shall sufficiently record patient visits in timely manner utilizing the SOAP format.
9. Shall capably consult as appropriate with the Medical Director to ensure the delivery of quality healthcare.
10. Shall properly supervise or assist with the supervision of Nurse(s) and Medical Assistant(s).
11. Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
12. Shall be capably available for local and out of the area travel as required for job related training and shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related job 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 currently licensed with the California State Board of Registered Nursing or Medical Board of California. Must be certified as a Family Nurse Practitioner or Physician Assistant. National Certification preferred. Masters Degree required for Nurse Practitioner applicants.
2. Must have a minimum of one (1) year experience as an FNP or PA.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must function according to standing orders developed in consultation with the Medical Director.
5. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
6. Must adhere to confidentiality and HIPAA policies.
7. 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: August 11, 2005**

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

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