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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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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:** Physician  
**Reports To:** Medical Director of Health and Human Services  
**Location:** Yreka/Happy Camp  
**Salary:** Negotiable, depends on experience  
**Child Sensitive:** Yes  
**Classification:** Full Time, Regular, Exempt

**Summary:** The Clinic Physician shall provide advice regarding the development and coordination of clinical policies and procedures and shall act as the preceptor to Physician Assistants and professional supervisor to Family Nurse Practitioners, medical program staff and clinical support staff as delineated in the Karuk Tribal Organizational Chart. Shall participate in the coordination and monitoring of all organizational wide performance improvement activities. Shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and participate in Provider meetings and Pain management meetings. -Shall offer professional advice to the CEO of Health and Human Services when requested. The Clinic Physician shall be responsible for providing primary health care to clinic patients and “walk in” patients. Shall participate in rotation coverage for Saturday walk in Clinic at Yreka location.

### **Application Deadline: March 18, 2022**

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

<b>Title:</b>	Physician
<b>Reports To:</b>	Medical Director of Health and Human
<b>Location:</b>	Services Yreka/Happy Camp
<b>Salary:</b>	Negotiable, depends on experience
<b>Child Sensitive:</b>	Yes
<b>Classification:</b>	Full Time, Regular, Exempt

**Summary:** The Clinic Physician shall provide advice regarding the development and coordination of clinical policies and procedures and shall act as the preceptor to Physician Assistants and professional supervisor to Family Nurse Practitioners, medical program staff and clinical support staff as delineated in the Karuk Tribal Organizational Chart. Shall participate in the coordination and monitoring of all organizational wide performance improvement activities. Shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and participate in Provider meetings and Pain management meetings. -Shall offer professional advice to the CEO of Health and Human Services when requested. The Clinic Physician shall be responsible for providing primary health care to clinic patients and “walk in” patients. Shall participate in rotation coverage for Saturday walk in Clinic at Yreka location.

### **Responsibilities:**

1. Shall proficiently advise the Medical Director and the CEO of Health and Human Services in the development of protocols, standard procedures and management of all patient care related activities.
2. Shall efficiently assist the Medical Director and the CEO of Health and Human Services in the annual review of the Medical Policies and Procedures Manual.
3. Shall supervise medical staff according to the Karuk Tribal Organizational Chart. Shall function as preceptor for PA's and shall provide supervision to FNP's which includes chart review, case review, training and medical support when appropriate.
4. Shall efficiently collect data, participate in, and monitor organizational wide performance improvement activities and shall report to the ACQI Committee or the Karuk Tribal Health Board on findings, outcomes and progress when requested to do so by the Medical Director or CEO of Health and Human Services.
5. Shall efficiently participate as member of the Accreditation Continuous Quality Improvement Committee.
6. Shall proficiently serve as a liaison with the local medical community, including Trauma Centers; Emergency Departments; Public Health; and local EMS Providers.
7. Shall efficiently conduct or oversee laboratory competency evaluations on all staff performing laboratory testing in accordance with CLIA certification if requested by the Medical Director or the CEO of Health and Human Services.
8. Shall adequately report as required by Federal, State, County, local and Tribal regulations, laws and directives.

9. Shall competently provide direct primary care services to program patients. Must have all charts completed within 72 hours of Patient contact.
10. Shall demonstrate age specific competency in working with;
  - a) Infants
  - b) Toddlers c) Preschool
  - d) School Age
  - e) Adolescents
  - f) Early Adult
  - g) Young Adult
  - h) Middle Adult
  - i) Geriatric
11. Shall skillfully and cooperatively provide advice to health committees i.e. CHS Managed Care, Medical Records and ACQI.
12. Shall exhibit skill in assisting the medical staff in the development and training of educational programs for staff, patients, and other agencies as deemed necessary.
13. Shall reasonably provide direction and oversight to our drug and alcohol rehabilitation program, when appropriate. Shall apply for and receive DEA X number and Participate in MAT Program to help in the reduction of opioid addiction.
14. 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.

**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 School of Medicine and have completed training internship and residency as required for California Licensure.
2. Must be licensed by the State of California Medical Board with preference given to physicians Board certified in Family Practice and/or Internal Medicine or equivalent work experience.
3. Must be certified as a preceptor for physician extender or willingness to become certified if required.

4. Must possess current DEA registration for prescribing narcotics and X number to assist in MAT Program.
5. Must obtain CME as required for license renewal. Must attend IHS provider conferences as requested.
6. Must meet credential and privilege standards and be granted privileges from the Karuk Tribal Health Board.
7. Must obtain and keep current BLS CPR, ACLS, PALS, AND ATLS Certification.
8. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination. Annual flu immunization is a must.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must strictly adhere to confidentiality and HIPAA policies.
11. Must successfully pass a pre-employment drug and alcohol 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: Revised October 6, 2005, November 8, 2007, July 11, 2019**

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

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