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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 Tribe****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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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

### (Internal Posting)

**Title:** Registered Nurse (RN)

**Reports to:** Medical Director

**Location:** Happy Camp, CA

**Salary:** \$30.00- \$50.00 per hour, depending on experience

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

**Child Sensitive:** Yes

**Summary:** The Registered Nurse (RN ) is responsible for working with other healthcare professionals including doctors, Physician Assistants (PA's), specialists, etc. to help treat patients with various injuries, illnesses or disabilities. Duties include communicating with Doctors, other Healthcare providers about patient needs, administering IVs and medications to aid their patients' health and using medical equipment to monitor patients' vital signs. RN's also communicate with their patients and designated care givers.

This position requires medical (registered nursing) licensure by the California Board of Registered Nursing (BRN).

### **Application Deadline: April 26, 2024 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 Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **Position Description**

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This position requires medical (registered nursing) licensure by the California Board of Registered Nursing (BRN).

### **Responsibilities:**

1. Ensures that all nursing protocols for medical triage, treatments, referrals and immunizations are appropriate to patient services and staffing levels. Observes and records patient behavior, health history and treatment plans.
2. Consults with doctors and other clinic staff to ensure best treatment plans for patients. Directs and supervises nurses, assistants and other clinic staff as required.
3. Provides ongoing guidance to clinic staff and performs patient care services when necessary. In absence the doctor, reviews patient treatment plans.
4. Adjusts to fluctuating peaks in patient flow, acuity, and other operational demands while maintaining quality of healthcare services.
5. Ensures effective staff utilization to meet staffing and workload requirements and supports the delivery of quality patient care and services.
6. Consults with the Medical Director and submits reports as required using the Electronic Records System. May be required to use other formats.
7. Coordinates meetings and provides ongoing patient care/service training. Partners with Public Health Nurse to ensure proper education and training of clinic staff.
8. Maintains a positive and pleasant interdepartmental working atmosphere that encourages teamwork and customer satisfaction.

9. Actively participates in the accreditation process, is a member of Accreditation and Continuous Quality Improvement (ACQ) and ensures compliance with Accreditation Association for Ambulatory Health Care (AAAHC) standards.
10. Provides medical and outreach services, and other health care-related services in homes, schools, clinics, job sites, & other community locations within the Karuk Tribe's Service Area as required.
11. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
12. Is polite and maintains a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Must exhibit a high degree of courtesy, tact, and poise when interacting with patients, family members, personal representatives, staff and other health care professionals.
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. Must demonstrate the ability to work effectively with Native American people in culturally diverse environments.
5. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess and maintain a valid California Registered Nursing License.
2. Must have 2+ years of experience as a Nurse in a clinic setting.
3. Must possess leadership, communication, interpersonal, organization and evaluation abilities.
4. Ability to work with and manage electronic patient records including extracting and analyzing reports.
5. Must possess excellent written oral and communication skills with strong organizational problem solving and analytical skills.
6. Must have current Basic Life Support (BLS), certified Cardiopulmonary Resuscitation) CPR (including adult, child and infant CPR. Must be willing to obtain Pediatric Advanced Life Support (PALS) and Adult Cardiac Life Support (ACLS).
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to the Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
9. Must provide documentation of immunity to measles, and rubella, hepatitis B or become vaccinated with the recommended vaccine, test for TB (Tuberculosis) as CDC (Centers for

Disease Control) recommends, and annual influenza vaccine. Must have an annual health examination.

10. Must successfully pass 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.

**Review Committee Approved: April 18, 2024**

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

**Date:** \_\_\_\_\_

**\*\* Employees must sign position descriptions annually, during their evaluation.**