
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

Karuk Dental Clinic

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

Title: Registered Nurse (RN)
Reports to: Medical Director
Location: Happy Camp, CA/Orleans, CA
Salary: \$ 28.00 - \$41.00 per hour, depending on experience
Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: The Registered Nurse (RN) will provide patient care in medical clinics. In this role, the RN works closely with doctors, specialists, and other care providers to deliver care to patients. RN will aid patients from the moment they enter the clinic by collecting patient information, supporting patient evaluation, administering treatments and medications as needed, and educating patients.

This full-time role requires medical certification or licensure. These professionals can expect to work long shifts and to work at least 40 hours a week. Nurses will serve as liaisons between doctors, care providers, patients, and patient representatives using effective communication.

Application Deadline: November 5, 2021 By 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

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Child Sensitive: Yes

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Responsibilities:

1. Provides ongoing guidance to clinic staff and performs patient care services when necessary.
2. Adjust to fluctuating peaks in patient flow, acuity, and other operational demands while maintaining quality.
3. Ensures effective staff utilization to meet staffing and workload requirements and supports the delivery of quality patient care and services.
4. Ensures that all nursing protocols for medical triage, treatments, referrals and immunizations are appropriate to patient services and staffing levels.
5. Coordinates meetings and provides ongoing customer service training.
6. Maintains a positive and pleasant interdepartmental working atmosphere that encourages teamwork and customer satisfaction.
7. Consults with the Medical Director and submits reports as required.
8. Actively participates in the accreditation process, is a member of ACQI, and ensures compliance with AAAHC standards.
9. Shall provide medical and outreach services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area as required.

10. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
11. 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's 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 current California Registered Nurse 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. Must possess computer literacy with skills to generate data reports and analyze them.
5. Must possess excellent written oral and communication skills with strong organizational problem solving and analytical skills.
6. Must have current BLS CPR certification including adult, child and infant CPR. Must be willing to obtain PALS and 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 HIPAA policies.
9. Must provide documentation of immunity to measles, and rubella, hepatitis B or become vaccinated with the recommended vaccine, test for TB as CDC 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.

Council Approved: October 8, 2020

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

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