
Karuk Community Health Clinic

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Karuk Tribe**Administrative Office**

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Karuk Dental Clinic

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Vacancy Announcement

(Internal Posting)

Title: Telehealth Coordinator

Reports To: Medical Director or Designee

Supervises: Telehealth Assistant/MA

Location: Yreka Medical Clinic

Salary: \$22.00 - \$39.00 per hours DOE

Classification: Full-time, Regular, Exempt

Summary: The Telehealth Coordinator shall work under the supervision of the Medical Director or Designee to schedule Telehealth visits and to provide medical/nursing support services. These include, but are not limited to phlebotomy, injections and brief assessments such as vital signs, height and weight and reasons for visit. Shall, under supervision, perform CLIA waived laboratory test. Shall document in accordance with the established PCC policy. Shall work as a team member and comply with AAAHC standards. Shall have knowledge of and understand Clinic policy and procedures.

Application Deadline: January 4, 2023 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. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

Position Description

Title:	Telehealth Coordinator
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Supervises:	Telehealth Assistant/MA
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Responsibilities:

1. Serve as the primary contact for scheduling of Telehealth visits, with the exception of Tele-psychiatry, which will be scheduled by Child and Family Services personnel.
2. Coordinate with internal and external technical support for troubleshooting of technical problems and system development as needed.
3. Assist with the data collection and report generation under the direction of the Clinical Applications Coordinator or Medical Director/Designee for all internal and external Telehealth programs.
4. Assist staff providers with scheduling Telehealth consultation appointments with specialty providers.
5. Prepare exam room(s) and equipment prior to scheduled appointments, ensure successful audio/video connections are made, and stand by to provide technical assistance.
6. Assist patients and/or providers with all necessary documentation required prior to and after the Telehealth visit.
7. Act as liaison between referring providers, patients, specialty providers, and other support staff.
8. Shall supervise the Telehealth Assistant/MA.
9. Shall supervise the eyePAC Diabetic Retinopathy program and train clinic employees to become certified with eyePAC.
10. Serves as Telehealth trainer to all staff that participates in any capacity of Telehealth program.
11. Shall serve as primary contact and submit all eConsult correspondence to specialty providers.
12. Shall provide monthly Telehealth schedules to all sites.
13. Shall scan all Telehealth records into EHR system.

14. Shall provide medical and nursing support services, which include: phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
15. Shall document using approved PCC policy.
16. Shall, under supervision, perform CLIA waived laboratory test.
17. Shall aid the lead LVN with special patient educational programs.
18. Shall work as a team member and comply with AAAHC standards.
19. Shall assist in Clinic management, which includes: keeping patient areas clean and safe, cleaning equipment, maintaining supplies and taking inventory as directed.
20. Shall assist the Clinic Physician(s), Physician Assistant(s), and the Family Nurse Practitioner(s) as necessary.
21. 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.
22. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
23. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to identify, obtain and maintain all job-related certifications and licensure.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have two years minimum of experience in Telemedicine.
3. Must have two years minimum of Managerial or Clinical supervisory experience.
4. Must have at least two years of experience as a Medical Assistant, a Licensed Vocational Nurse (LVN), or a Registered Nurse (RN).
5. Must become certified and remain current in basic life support (BLS) CPR.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

9. Must provide proper documentation of immunity/immunizations (measles, rubella, HEP B, COVID19) or become vaccinated. Annual Influenza Immunization & TB testing required per CDC guidelines. Exemptions will be reviewed as necessary.

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 25, 2016 **Revised:** January 9, 2020, February 11, 2021

Review Committee Approved: December 20, 2022 **Revised:** December 28, 2022

Employee's Signature: _____