
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

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

Title: On-Call Medical and Clinic Support Assistant

Reports To: RN/Business Office Manager

Location: Yreka Clinic

Salary: \$10.00 to \$12.00 per hour, depending on experience

Summary: The On-Call Medical and Clinic Support Assistant shall work under the supervision of the RN/Business Office Manager to provide medical and support services. Training will be provided for responsibilities which include, but are not limited, to phlebotomy, injections, vital signs, height and weight, health screenings, and CLIA-waived laboratory tests. This person will be cross-trained to support medical records, reception, and the referral office. Documentation produced shall be in accordance with the established PCC policy. This person shall work as a team member and comply with AAAHC standards, and shall have knowledge of and understand clinic policies and procedures.

Application Deadline: 5pm Monday June 17, 2013

Job descriptions and applications are available online at: 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: lcolegrove@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.

POSITION DESCRIPTION

Title: On-Call Medical and Clinic Support Assistant

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Responsibilities:

1. Shall provide medical support services, including: phlebotomy, injections, brief assessments (such as vital signs, height, and weight), and purpose of visit.
2. Shall perform CLIA waived laboratory test.
3. Shall assist the clinic physicians and the nurse practitioners.
4. Shall be cross-trained to perform duties in the Medical Records Department, in the Referral Office, and at the reception desk.
5. Shall assist with clinic management, including: keeping patient areas clean and safe, cleaning equipment, maintaining supplies, and inventory control.
6. Shall produce documentation in accordance with approved PCC policy.
7. Shall work as a team member and comply with AAAHC standards.
8. 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.
9. Shall perform 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. Must be physically and emotionally capable of working in multiple capacities in a fast-paced environment.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a high school diploma or equivalency.
2. Prefer verification of Medical Assistant proficiency and training, two years experience as Medical Assistant or CNA, certification in Phlebotomy, and willingness and ability to learn and to become competent.
3. Must be available for on-call duties when needed to fill staff member vacancies. Consideration will be given to those who desire this type of employment.
4. Must become certified and remain current in infant, child, and adult CPR.
4. Must possess a valid driver's license, a good driving record, and proof of insurance, and have reliable transportation. Must be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and HIPAA policies.
6. Must provide documentation of immunity to measles, rubella, and hepatitis B, or become vaccinated with the recommended vaccine. Must test annually for tuberculosis.
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.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____