
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
Post Office Box 1016
Happy Camp, CA 96039
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

Vacancy Announcement

- Title:** RN/Business Office Manager
- Reports to:** Yreka Clinic Medical Director, and Executive Director of Health and Human Services
- Supervises:** LVN, Medical Assistants, Patient Referral Clerk, Patient Assistance Clerk, Medical Records Clerk, Medical Receptionist, and Janitorial Services
- Salary:** \$65,000 to \$80,000, depending on experience
- Classification:** Full Time, Regular, Exempt
- Summary:** This position serves as a Clinic Manager and Business Office Manager to oversee and manage the Karuk Medical Clinic in Yreka. The RN/BOM shall manage Yreka Clinic operations and patient flow. Shall ensure maximized scheduling of Medical and Dental departments, and shall ensure effective staff utilization to meet staffing and workload requirements. This position shall ensure that staff members obtain complete billing information on each patient in a timely manner and collect the required fees. Shall coordinate meetings and provide ongoing customer service training. Shall be responsible for triage of medical walk in patients and scheduling them as conditions indicate. Shall provide supervision to the nursing and medical support staff, and shall provide patient care when necessary. Shall participate in the recruitment and hiring for the Yreka Clinic and actively provide supervision and coaching to staff. Shall be an active member of the ACQI committee and shall strive to comply with all relevant AAAHC standards.

Application Deadline: 5pm Thursday, November 20, 2014

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. 2018, Fax: (530) 493-1611 or (530) 493-5322,
Email: jphelps@karuk.us

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Position Description

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Responsibilities:

1. Manages Yreka clinic operations including, but not limited to day to day supervision of staffing schedules, phone access to the health care team, and patient flow.
2. Provides ongoing supervision and guidance to clinic staff and performs patient care services when necessary.
3. Ensures maximized scheduling of Medical and Dental departments in coordination with providers and front office staff.
4. Adjust to fluctuating peaks in patient flow, acuity, and other operational demands while maintaining quality.

5. Ensures effective staff utilization to meet staffing and workload requirements and supports the delivery of quality patient care and services.
6. Ensures that all nursing protocols for medical triage, treatments, referrals and immunizations are appropriate to patient services and staffing levels.
7. Participates in the recruitment and hiring of Yreka Clinic staff and actively provides supervision and coaching to staff.
8. Ensures that clinic staff members obtain complete billing information on each patient at each visit in a timely manner and the fees are collected as required.
9. Coordinates meetings and provides ongoing customer service training.
10. Maintains a positive and pleasant interdepartmental working atmosphere that encourages teamwork and customer satisfaction.
11. Consults with the Executive Director and submits reports as required.
12. Actively participates in the accreditation process, is a member of ACQI, and ensures compliance with AAAHC standards.
13. 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.
14. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
15. 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, families 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 Bachelor of Science or Associate of Science degree in nursing earned from an accredited US College or University.
2. Must possess current California Nurse License.

3. Must possess a minimum of three (3) years of supervision and experience in health care management required.
4. Must possess leadership, communication, interpersonal, organization and evaluation abilities.
5. Must possess computer literacy with skills to generate data reports and analyze them.
6. Must be self-motivated and be proficient in supervising and motivating subordinates.
7. Must possess excellent written oral and communication skills with strong organizational problem solving and analytical skills.
8. Must have current CPR certification including adult, child and infant CPR.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to the Confidentiality and HIPAA policies.
11. 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.
12. 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: Revised January 2012, June 13, 2013, October 15, 2014

Chairman's Signature: _____

Employee's Signature: _____