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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 Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
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Phone: (530) 493-2201  
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**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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## Vacancy Announcement

**Title:** Telehealth Coordinator

**Reports to:** Medical Director

**Location:** Yreka Medical Clinic

**Salary:** Depends on Experience

**Summary:** The Telehealth Coordinator shall work under the supervision of the Clinic Manager to schedule Telehealth visits, provide medical and 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.

**Classification:** Full Time, Regular, Non Exempt

### **Application Deadline: September 9, 2016 by 5pm**

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 Resource Director, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611 or (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

# Position Description

**Title:** Telehealth Coordinator

**Reports To:** Medical Director

**Location:** Yreka Medical Clinic

**Salary:** Depends on Experience

**Classification:** Full-time, Regular, Non-exempt

**Summary:** The Telehealth Coordinator shall work under the supervision of the Clinic Manager to schedule Telehealth visits, provide medical and 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.

## **Responsibilities:**

1. Serves as the primary contact for scheduling of telehealth visits, with the exception of Telepsychiatry, which will be scheduled by Child and Family Services personnel.
2. Coordinates with internal and external technical support for troubleshooting of technical problems and system development as needed.
3. Assists with the data collection and report generation under the direction of the Clinical Applications Coordinator or Clinic Manager.
4. Assist staff providers with scheduling telehealth consultation appointments with specialty providers.
5. Prepare exam room 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 provide medical and nursing support services, which include phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
9. Shall document using approved PCC policy.
10. Shall under supervision perform CLIA waived laboratory test.
11. Shall provide assistance to the clinic nurse with special patient educational programs.
12. Shall work as a team member and comply with AAHC standards.
13. Shall assist in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
14. Shall assist the Clinic Physician and the Family Nurse Practitioner as necessary.
15. 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.
16. 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.
17. 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. 1-2 years experience in Telemedicine preferred but not required

**Requirements:**

1. Must have a high school diploma or equivalency.
2. Must have verification of Medical Assistant proficiency and training. Two years experience as Medical Assistant or CNA, certification in Phlebotomy, and State of California certification in HIV Pre/Post Test Counseling are preferred.
3. Must become certified and remain current in infant, child and adult CPR.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and HIPAA policies.
6. 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.
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.

**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

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

**Chairman's Signature:** \_\_\_\_\_