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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  
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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

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## Vacancy Announcement

**Title:** LVN

**Reports to:** Medical Director

**Location:** Yreka, CA

**Salary:** \$35,000 to \$40,000, depending on experience

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

**Summary:** The LVN shall work in the Yreka Clinic under the direct supervision of the Registered Nurse to provide medical and nursing services and management. The nurse will work in conjunction with the QM department to meet AAAHC standards. Shall work as a team player with the Medical staff to collect data and monitor Medical QM activity. The LVN shall be responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Will assist in the development of and abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide patient care education.

### **Application Deadline: December 26, 2017**

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 HHS Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Licensed Vocational Nurse (LVN)

**Reports to:** RN/Business Office Manager

**Location:** Yreka Clinic

**Salary:** \$35,000 to \$40,000, depending on experience

**Summary:** The LVN shall work in the Yreka Clinic under the direct supervision of the Registered Nurse to provide medical and nursing services and management. The nurse will work in conjunction with the QM department to meet AAAHC standards. Shall work as a team player with the Medical staff to collect data and monitor Medical QM activity. The LVN shall be responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Will assist in the development of and abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide patient care education.

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

**Responsibilities:**

1. Exhibits responsibility for the management of patient care areas and equipment. Assist the RN in the ordering of supplies, and stocks and cleans exam rooms.
2. Sufficiently ensures the confidentiality, security, and safety of patient billing records, and complies with the requirements of the IHS Privacy Act.
3. Proficiently works under the Registered Nurse or Clinic Physician in the dispensing of medications, setting up for, minor surgeries and assisting, and ensuring informed consent is signed.
4. Cooperatively responds to the needs of the Medical Assistants by helping them with patient care and other procedures.
5. Appropriately and sufficiently records patient information as required by the EHR.
6. Is competent in providing medical and nursing support services, ex; assessment, patient education, laboratory services, phlebotomy, medication administration, therapeutic services, and emergency care.
7. Displays age specific competence in working with: Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric.

8. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the QM Department to meet AAAHC Ambulatory Health Care Standards.
9. Efficiently collects data and monitors medical QM activities, and reports findings, outcomes, and progress to the ACQI Committee or as directed to the Karuk Council.
10. Cooperatively serves on health committees as requested.
11. Efficiently maintains logs on referrals, medications, lab test, equipment calibration and maintenance.
12. Cooperatively and knowledgeably assists in the development of policies, protocols, or procedures and reviews them annually.
13. Exhibits skill in developing and providing training, guidance or help to medical staff and other Tribal employees as necessary.
14. Cooperatively assists in the coordination of policies or other organization wide functions or activities.
15. Routine duties shall include providing nursing 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. Is capably available for local and out of the area travel as required for job related training and maintains CEU's for license renewal. Is cooperative in attending all required meetings and functions as requested.
17. Is polite and maintains a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
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. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of registered Nursing. LVN's with previous experience working in an ambulatory care clinic/acute care setting preferred.
2. Must have current CPR certification including adult, child and infant CPR.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to the Confidentiality and HIPAA policies.
5. 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.
6. 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: April 14, 2005 (Revised), Revised as of December 19, 2011**

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

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

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