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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  
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

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## **Vacancy Announcement**

**Title:** Community Health Representative I (CHR I)

**Reports To:** Community Health Representative Supervisor/PHN

**Location:** Yreka area

**Salary:** \$10.00 – 12.00 per hour

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

**Summary:** Shall be a community based health care provider who furnishes paraprofessional community oriented primary care, disease prevention services and traditional Native concepts in multiple settings within the Service Area of the Karuk Tribe.

## **Application Deadline: Open Until Filled**

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 Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

POSITION DESCRIPTION

Title: Community Health Representative I (CHR I)  
Reports To: Community Health Representative Supervisor/PHN  
Location: Yreka Area  
Salary: \$10.00 – 12.00 per hour

Classification: Full Time, Regular, Non-Exempt, Non Entry Level

Summary: Shall be a community based health care provider who furnishes paraprofessional community oriented primary care, disease prevention services and traditional Native concepts in multiple settings within the service area of the Karuk Tribe.

Responsibilities:

1. Shall capably facilitate communication between community members and health care providers acting as a client advocate and improving access to health care
2. Shall skillfully prepare and maintain a visitation schedule with all eligible residents in their area. Visitation should include but not be limited to wellness checks, vital sign screenings, follow-up from clinic visits, referrals to other health professionals and social services as needed. Also to be included are disease specific assessments with arrangement of follow-up clinic appointments as needed.
3. Shall capably provide specific areas of health education including diabetes, hypertension, maternal and child health, immunizations, health promotion and disease prevention.
4. Shall adequately prepare and maintain family and client folders and care plans. Maintain follow up file including clinic appointments. Conduct ongoing review and assessment of family and clients and revise care plan accordingly.
5. Exhibits the ability to work and communicate in a team oriented way with other outreach staff and supervisor in order to meet client needs.
6. Adequately provides monthly reports to supervisor summarizing activities.
7. Shall readily 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.
8. Is courteous in accepting other 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, clients, family and public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Must be self-motivated and able to work with little supervision.
6. Experience with Native American community health outreach programs preferred. Experience with medical work preferred.
7. Completion of BLS CPR, First Aid (or equivalent), and a form of CHR training within first year of employment.
8. Experience with basic computer skills and typing and/or willingness to learn our Electronic Health Record and RPMS systems.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
3. Must strictly adhere to the confidentiality and HIPAA policies.
4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
5. Must provide documentation of hepatitis B or refusal, MMR or refusal. Also be willing to have annual TB testing and annual employee physical.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised October 19, 2005, Revised May 14, 2009

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

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

\*\*Employee must sign position description annually, during their evaluation.