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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 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  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Clinic Dentist

**Reports to:** Dental Director

**Location:** Happy Camp Dental Clinic

**Salary:** Depends on Experience

**Summary:** The Clinic Dentist is responsible to treat clinic patients within the dental program under the Administrative Jurisdiction of the Karuk Tribe. The clinic Dentist shall demonstrate the ability to appropriately diagnose and treat program patients of all ages to achieve the best results possible, within an estimated treatment time, with maximum concern for patient comfort and deliver quality care. Then appropriately document: findings, diagnosis, patient's medication conditions, allergies, patient's general oral health and treatment rendered. Shall help with the development and coordination of all dental policies and procedures. Shall be responsible in monitoring assigned dental continuous quality improvement activities, and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). Shall offer professional advice to the Dental Director as appropriate. Shall be required to attend Council Health Board Meetings and provide reports as requested. Shall provide primary dental care, dental supervision, coordinate training activities and institute preventative dental care programs.

**Classification:** Full or Part Time, Regular, Exempt

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

## **POSITION DESCRIPTION**

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**Reports To:** Dental Director

**Location:** Happy Camp Dental Clinic

**Salary:** Depends on Experience

**Classification:** Full or Part Time, Regular, Exempt

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**Responsibilities:**

1. Demonstrates the ability to sufficiently provide direction of dental services, which includes development of protocols, standard procedures, and management of all patient related activities.
2. Displays age-specific competencies in working with Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Middle Adult, and Geriatric patients.
3. Shall capably participate in reviewing the dental policy and procedure manual annually.
4. Shall appropriately supervise dental auxiliary staff.
5. Shall efficiently coordinate and monitor assigned dental CQI activities and report as directed.
6. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.
7. Shall competently and appropriately present patients their dental treatment plan and /or treatment options; which include the patient's financial responsibilities.
8. Shall capably provide dental advice to health committees, and attend required meetings or

functions as requested, ex; CHS Managed Care, Medical Records, etc.

9. Shall effectively assist the dental staff in the development and training of educational programs for staff and patients.
10. Routine duties shall include providing dental services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
11. Shall be capably available for local and out of the area travel as required for job related training, and comply with reporting requirements as appropriate.
12. 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 a DDS or DMD from an accredited school of dentistry. Must be licensed to practice dentistry in the State of California. Must possess or obtain current DEA registration.
2. Must apply to the Medical Staff and receive clinical privileges from the Karuk Tribal Health Board.
3. Must maintain CEU's as required for license renewal.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must certify and remain current in CPR
6. Must strictly adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B, and test annually for TB.
8. 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: July 11, 1996/Revised October 6, 2005/Revised November 8, 2007**

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

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

