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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



**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:** Medical Assistant  
**Reports To:** Lead LVN  
**Location:** Happy Camp  
**Assigned Work Location:** Does not qualify  
**Salary:** \$23-\$35 per hour/DOE  
**Classification:** Full Time, Non-Exempt, Non-Entry Level

**Summary:** The Medical Assistant (MA) works under the supervision of the Lead Licensed Vocational Nurse (LVN) to 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. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory test. Documents in accordance with the established Policy and Change Control (PCC) policy. Works as a team member and complies with Accreditation Association for Ambulatory Health Care (AAAHC) standards. Possess the knowledge of and understands clinic policy and procedures. Provides support to the Medical Records and Front Office as necessary.

### **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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 Resources Department at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

**Title:** Medical Assistant  
**Reports To:** Lead LVN  
**Location:** Yreka/Happy Camp/Orleans  
**Assigned Work Location:** Does not qualify  
**Salary:** \$23-\$35 per hour/DOE

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

**Summary:** The Medical Assistant (MA) works under the supervision of the Lead Licensed Vocational Nurse (LVN) to 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. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory test. Documents in accordance with the established Policy and Change Control (PCC) policy. Works as a team member and complies with Accreditation Association for Ambulatory Health Care (AAAHC) standards. Possess the knowledge of and understands clinic policy and procedures. Provides support to the Medical Records and Front Office as necessary.

### Responsibilities:

1. Provides medical and nursing support services, which includes phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
2. Documents in the Electronic Health Record (her) according to best practices.
3. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory tests.
4. Assists the clinic nurse with special patient educational programs.
5. Works as a team member and complies with AAAHC standards.
6. Assists in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
7. Assists the Clinic Physician and the Family Nurse Practitioner (NP), and/or the Physician's Assistant (PA) as necessary.
8. Cross-trained to aid the Medical Records Department and Front Office as necessary;

10. Routine duties includes 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 Areas.
- 11.-Available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
12. Will be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Has the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have a high school diploma or equivalent.
2. Current Medical Assistant Certification; and/or experience as an Emergency Medical Technician (EMT), a Medical Assistant or a Certified Nursing Assistant (can); and/ or college level education in health specific courses as they relate to rendering care in the health care setting; and/or certification in Phlebotomy.
3. Must become certified and remain current in Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) within the first six months of hire.
4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (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 for Tuberculosis (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.

**Committee Approved: October 2, 2024**

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