
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

Vacancy Announcement

Title: Medical Director/Clinic Physician
Reports To: Tribal Health Board/Executive Director of Health and Human Services
Location: Happy Camp Karuk Community Health Clinic
Salary: Depends on experience
Classification: Full Time, Regular, Exempt

Summary: The Medical Director provides medical and administrative direction to the entire medical program of the Karuk Tribal Health and Human Services Program and may be required to review contracts to offer professional advice. The director is responsible for developing effective and consistent protocols, procedures and policies pertaining to the medical functions of the clinic. The director is responsible for maintaining the highest standards of care at the Karuk Tribal Health and Human Services Clinics.

The Director assists in the coordination and monitoring of all organizational wide performance improvement activities and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). The director shall supervise laboratory testing to comply with CLIA regulations. The director shall be required to attend Health Board meetings as necessary to provide reports. The Medical Director shall be responsible for providing primary health care to clinic patients.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email:

humanresources@karuk.us

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

POSITION DESCRIPTION

Title: Medical Director/Clinic Physician

Reports To: Tribal Health Board/Executive Director of Health and Human Services

Salary: Depends on experience

Location: Happy Camp Karuk Community Health Clinic

Classification: Full Time, Regular, Exempt

Summary: The Medical Director provides medical and administrative direction to the entire medical program of the Karuk Tribal Health and Human Services Program and may be required to review contracts to offer professional advice. The director is responsible for developing effective and consistent protocols, procedures and policies pertaining to the medical functions of the clinic. The director is responsible for maintaining the highest standards of care at the Karuk Tribal Health and Human Services Clinics.

The Director assists in the coordination and monitoring of all organizational wide performance improvement activities and shall serve as a member of the Accreditation Continuous Quality Improvement Committee (ACQI). The director shall supervise laboratory testing to comply with CLIA regulations. The director shall be required to attend Health Board meetings as necessary to provide reports. The Medical Director shall be responsible for providing primary health care to clinic patients.

Responsibilities:

1. Shall provide direction of medical service, which includes development of protocols, standard procedures and management of all patient care related activities.
2. Shall participate in the annual review the Medical Policies and Procedures Manual, and finalize approval.
3. Shall participate and monitor all organizational wide performance improvement activities and shall report to the Karuk Tribal Health Board on findings, out comes and progress.
4. Shall serve as member of the Accreditation Continuous Quality Improvement Committee and shall work in cooperatively with the CQI Department.
5. Shall cooperatively assist the Karuk GPRA staff to improve the Health Program's GPRA, HRSA, Immunization and other required quality measure and performance indicator results.

6. Shall serve as a member of the Credentialing and Privileging Committee (C & P) and make recommendations to the Karuk Tribal Health Board.
7. Shall serve as a liaison with the local medical community and shall review all provider contracts to provide professional medical advice to the Executive Director of Health and Human Services.
8. Shall constructively conduct or oversee laboratory competency evaluations on all staff performing laboratory testing in accordance with CLIA certification.
9. Shall report as required by Federal, State, County, local and Tribal regulations, laws and directives.
10. Shall provide “direct” primary care services to program patients demonstrating age specific competencies.
11. Shall provide direction and oversight to KTHHS drug and alcohol rehabilitation program if requested.
12. Routine duties shall include providing medical services, and other health care related services in homes, schools, clinics, hospitals, job sites, and other community locations within the Karuk Tribe's Service Area.
13. Shall be readily available for local and out of the area travel as required for job related training. Shall consistently attend all required meetings and functions as requested.
14. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Knowledge of health care delivery and administration, as well as legal and ethical issues related to care.
2. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
3. Displays the ability to manage time well and work under stressful conditions with an even temperament.
4. Ability to work with a team approach to management, Ability to work as a member of a team in order to solicit input from other affected departments or individuals, communicate information with other team members, and support team decisions.
5. Ability to communicate effectively and exercise sound and responsible judgment.
6. Displays the ability to understand and follow oral and written instructions.

7. Ability to supervise others and delegate effectively.

Requirements:

1. Must be a graduate of an Accredited School of Medicine and have completed training internship and residency as required for California Licensure.
2. Must be licensed by the State of California Medical Board with preference given to physicians Board certified in Family Practice and/or Internal Medicine or having suitable equivalent work experience.
3. A minimum of 10 years experience supervising physicians and other health care staff preferred.
4. Must possess current DEA registration for prescribing narcotics.
5. Must obtain CME as required for license renewal. Must attend IHS provider conferences if requested by the Executive Director.
6. Must meet credential standards and be granted privileges from the Karuk Tribal Health Board.
7. 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.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must strictly adhere to confidentiality and HIPAA policies.
10. Must successfully pass a pre-employment drug and alcohol 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.

Council Approved: October 6, 2005, September 27, 2012

Employee's Signature: _____

Chairman's Signature: _____