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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:** Community Health Representative

**Reports To:** Community Health Representative Supervisor/Operations Manager

**Location:** Happy Camp, CA

**Classification:** Full-time, Regular, Non-Exempt, Non-entry level

**Salary:** CHR \$15.00 - \$20.00 per hour, DOE

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

## POSITION DESCRIPTION

**Title:** Community Health Representative

**Reports To:** Community Health Representative Supervisor/Operations Manager

**Location:** Happy Camp, CA

**Classification:** Full-time, Regular, Non-Exempt, Non-entry level

**Salary:** CHR \$15.00 - \$20.00 per hour, DOE

**Child Sensitive:** Yes

**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, evaluation of the health status, public health needs and well-being of Community Members of all ages.
3. Under the medical supervision of the medical provider, PHN, and/or RN, performs health assessments and screenings, including, but not limited to: testing blood sugar levels, checking vital signs, vision screening, performing blood hemoglobin assessments, podiatry checks, etc.
4. Shall capably provide specific areas of health education including diabetes, hypertension, maternal and child health, immunizations, health promotion and disease prevention. Health Education shall be provided one on one, in family, and/or group settings.
5. Collects data, maintains patient and family records, and writes reports. Coordinates activities and shares appropriate data with and/or the medical provider.
- 6 Exhibits the ability to work and communicate in a team oriented way with other outreach staff, other Karuk Tribe departments and supervisor in order to meet client needs.
- 7 Enters data and information related to field visits and health screenings into the EHR/RPMS software in order to adequately provide monthly reports to supervisor summarizing activities.
- 8 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.
9. Provides assistance with community health clinics (i.e., pediatric clinics, Diabetes screenings and clinics, specialty clinics).
10. Provides emotional support and advice through follow up with clients newly diagnosed with a chronic or serious illness or injury and their families, clients in domestic violence settings, clients experiencing loss, and other situations which affect family health and well-being

11. 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, including knowledge of the culture, customs, traditions, and history.
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. 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. Experience in healthcare related field such as Emergency Medical Technician (EMT), First Responder, Phlebotomy, Dialysis Technician, Certified Nurse Assistant, Medical Assistant, and/or In Home Caregiver. Experience may be substituted with academic training such as Certified Nurse Assistant or Certified Medical Assistant, EMT, Phlebotomy, Dialysis Tech., First Responder, or certification (12 semester units) in early childhood development.
3. Must complete CPR & First Aid training within the first 90 days of employment.
4. Must complete the Basic and Advanced IHS web-based training modules within the first 6 months of employment.
5. Must possess valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
6. Must strictly adhere to the confidentiality and HIPAA policies.
7. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
8. 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.

**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: August 9, 2018    May 9, 2019**

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

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

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