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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 Courier
- Reports To:** Contract Health Services Supervisor
- Location:** Happy Camp with travel to Yreka daily
- Salary:** \$10.00 per hour
- Summary:** Shall be responsible for Monday through Friday deliveries of medications and other items between the two clinic sites of the Karuk Tribal Health Program. Detailed schedule attached.
- Classification:** Part Time (5hours per day average)

**Application Deadline: Friday April 12, 2013.**

Job descriptions and applications are available online at [www.karuk.us/jobs](http://www.karuk.us/jobs), or contact the Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, CA 96039

- Telephone: 530-493-1600, ext 2010
- Fax: (530) 493-1611
- Email: [lcolegrove@karuk.us](mailto:lcolegrove@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.

Applicant's must submit an employment application to the Happy Camp Human Resources Office no later the deadline.

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**POSITION DESCRIPTION**

- Title:** Clinic Courier
- Reports To:** Contract Health Services Supervisor
- Location:** Happy Camp with travel to Yreka daily
- Salary:** \$10.00 per hour
- Summary:** Shall be responsible for Monday through Friday deliveries of medications and other items between the two clinic sites of the Karuk Tribal Health Program. Detailed schedule attached.
- Classification:** Part Time (5hours per day average)

**Responsibilities:**

1. Shall pickup labs from Karuk Community Health Clinic Monday through Friday and deliver to Yreka Clinic for Quest courier.
2. Shall pickup labs from Karuk Community Health Clinic as needed and deliver to Fairchild Medical Center for processing, and pickup x-ray reports at FMC
3. Shall pickup interoffice mail from Happy Camp Housing Authority and deliver to Yreka Housing.
4. Shall pickup and deliver interoffice mail between Happy Camp, and Yreka Offices ( Yreka clinic, TANF, Yreka Headstart, and Amkuuf Smoke Shop Monday through Friday Happy Camp mail is delivered to the Contract Health Office, and Yreka mail is delivered to the Clinic Receptionist.
5. Shall make miscellaneous deliveries and pickups as instructed.
6. Shall pickup medications from Raley's and Medical Center Pharmacy Monday through Friday and deliver to Happy Camp Contact Health Office.
7. Shall remain in compliance with Karuk Tribe vehicle use policy; hours of vehicle use/operation are from 11 am to 4 pm.
8. Shall attend all required meetings and functions as requested.
9. Other job related duties as assigned.

**Qualifications:**

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

**Requirements:**

1. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must be bondable to transport pharmaceuticals.
3. Must adhere to confidentiality and HIPAA policies.
4. 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.

**Council Approved: February 12, 2004, Revised June 14, 2007, Revised March 28, 2013.**

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

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

**Daily Schedule (Flexible Depending on Variances)**

<b>Time</b>	<b>Location</b>	<b>Hours Paid</b>
8-8:15am	Report to Happy Camp and Prepare for Orleans Run	0.25
8:15am	Depart for Orleans	0
9:15am	Arrive in Orleans	1
9:15-9:30am	Orleans Stops	0.25
9:30am	Depart for Happy Camp	0
10:30am	Arrive in Happy Camp	1
10:30-11:30am	Lunch Break in Happy Camp	0
11:30am	Depart for Yreka	0
1pm	Arrive in Yreka	1.5
1-1:30pm	Yreka Stops	0.5
1:30-2pm	Afternoon Break in Yreka	0
2pm	Arrive at Raley's	0
2-2:15pm	Pickup Medication at Raley's	0.25
2:15pm	Depart for Happy Camp	0
3:45pm	Arrive in Happy Camp	1.5
3:45-4pm	Happy Camp Stops	0.25
4pm	Released from Duty	0
	<b>Total Hours:</b>	<b>6.5</b>