
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

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Title: Clinic Office Manager

Reports to: Orleans Clinic Physician, and Executive Director of Health and Human Services

Supervises Front Office Staff, Janitor and provides administrative support to clinical personnel

Salary: \$28,000 – 35,000

Classification: Full Time, Regular, Exempt

Summary: The Clinic Office Manager shall oversee operations and manage patient flow at the Karuk Medical Clinic in Orleans. The COM shall provide back-up coverage for window reception, answering phone calls, medical records and patient assistance. Shall ensure maximized scheduling of Medical department, and shall ensure effective staff utilization to meet staffing and workload requirements. This position shall ensure that staff members obtain complete billing information on each patient in a timely manner and collect the required fees. Shall coordinate meetings and provide ongoing customer service training. Shall participate in the recruitment and hiring for the Orleans Clinic. Shall be an active member of the ACQI committee and shall strive to comply with all relevant AAAHC standards.

Application Deadline: 5pm, January 03, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: icolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, 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 Karuk Tribe, Human Resource

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Position Description

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The Responsibilities:

1. Manages Orleans clinic operations including, but not limited to day to day supervision of staffing schedules, phone access to the health care team, and patient flow.
2. Ensures maximized scheduling of Medical department in coordination with providers and front office staff.
3. Ensures effective staff utilization to meet staffing and workload requirements and supports the delivery of quality patient care and services.
4. Shall be responsible for staff time and the turning in of time sheets to the payroll department.
5. Participates in the recruitment and hiring of Orleans Clinic staff.
6. Ensures that clinic staff members obtain complete billing information on each patient at each visit in a timely manner and the fees are collected as required.
7. Coordinates meetings and provides ongoing customer service training.

8. Maintains a positive and pleasant interdepartmental working atmosphere that encourages teamwork and customer satisfaction.
9. Consults with the Executive Director and submits reports as required.
10. Actively participates in the accreditation process, is a member of ACQI, and ensures compliance with AAAHC standards.
11. Shall provide medical and outreach services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area as required.
12. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
13. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Must exhibit a high degree of courtesy, tact, and poise when interacting with patients, families staff and other health care professionals.
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. Must demonstrate the ability to work effectively with Native American people in culturally diverse environments.
5. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a minimum of three (3) years of supervision with some experience in the health care field.
2. Must possess leadership, communication, interpersonal, organization and evaluation abilities.
3. Must possess computer literacy with skills to generate data reports and analyze them.
4. Must be self-motivated.
5. Must possess written oral and communication skills with strong organizational problem solving and analytical skills.

6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to the Confidentiality and HIPAA policies.
8. 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.
9. Must successfully pass 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:

Chairman's Signature: _____

Date: _____