
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

Deputy Director of Health and Human Services
\$50,000 to \$70,000 depending on experience

This is a full time position working 40 hours per week at the Happy Camp Health Administration Office in Happy Camp, CA.

The Deputy Assistant shall support, advise and help the Executive Director in all aspects of program management and shall serve as second in command. The Deputy Assistant shall serve as the accreditation coordinator and shall lead the Health and Human Service Program to comply with all accreditation standards, compliance and HIPAA. The Deputy Assistant shall lead the health program into a Primary Care Medical Home and into MediCal/Medicare Managed Care Organization. In addition, the Deputy Assistant shall assist the Executive Director in the implementation of the Affordable Care Act and the Health Care Exchange programs. The Deputy Assistant shall assist the ED in IHS/State Tribal Consultation meetings and conferences.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Wednesday, November 21, 2012.

Position Posted On: 11/8/2012 11:06 AM

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Position Description

Title: Deputy Director of Health and Human Services

Reports to: Executive Director of Health and Human Services

Salary: \$50,000 – \$70,000 Depending on Experience

Location: Happy Camp Health Administration Office

Classification: Full Time, Regular, Exempt

Summary: The Deputy Assistant shall support, advise and help the Executive Director in all aspects of program management and shall serve as second in command. The Deputy Assistant shall serve as the accreditation coordinator and shall lead the Health and Human Service Program to comply with all accreditation standards, compliance and HIPAA. The Deputy Assistant shall lead the health program into a Primary Care Medical Home and into MediCal/Medicare Managed Care Organization. In addition, the Deputy Assistant shall assist the Executive Director in the implementation of the Affordable Care Act and the Health Care Exchange programs. The Deputy Assistant shall assist the ED in IHS/State Tribal Consultation meetings and conferences.

Responsibilities:

1. Shall serve as second in command to the ED.
2. Shall conduct or coordinate staff training, convene committees, develop and implement policies and procedures, and shall report to the Karuk Health Board monthly.
3. Shall conduct two (2) Health Staff meeting per year.
4. Shall facilitate the Accreditation Continuous Quality Improvement Committee (ACQI) and shall strive for compliance with AAAHC standards.
5. Shall instill continuous quality improvement throughout the organization.
6. Shall provide leadership in the collection of data for Meaningful Use and other requirements.
7. Shall serve as the Compliance and HIPAA Privacy Officer and shall review the compliance program to update to the needs of the organization, or changes in the law. Shall enforce compliance and HIPAA policies.

8. Shall serve as a risk manager and reviews all incident reports and complaints and identify trends and patterns and investigate root causes when indicated.
9. Shall ensure that employees and physicians know and comply with pertinent Federal and State statutes, regulations, and standards.
10. Shall network with the Health Alliance of Northern CA (HANC) in regards to the PCMH and MediCal/Medicare Managed Care
11. Shall accurately keep current on all HRSA information, shall ensure the reporting of the HCQR Quarterly Report, IDS and CIP and the AARA 1512 (Federal Government) reports are completed appropriately and submitted.
12. Shall attend HRSA, CPCA and BPHC conferences to stay current with HRSA information and guidelines.
13. Shall be involved in planning and grant writing.
14. Routine duties may include providing educational services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
15. Is capably available for local and out of the area travel for job related training
16. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
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. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Master's Degree preferred or Bachelor, in Health Care Management or related field. Must have five (5) years' experience in a clinic/hospital health program.
2. Must have knowledge and experience in Quality Management (Health Care), Compliance, HIPAA and AAAHC Accreditation.
3. Must have knowledge and experience in Managed Care and Primary Care Medical Home or willingness to learn quickly.

4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must be available to attend IHS, CRIHB, or Tribal conferences or in-services for training opportunities as appropriate.
6. 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 be compliant in receiving prevention vaccines such as flu and pertussis vaccines. Must have an annual health examination.
7. 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: October 18, 2012

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

NOTE: employee must sign position description annually, during their evaluation.