
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:

Patient Eligibility Worker/Administrative Assistant
(\$10-11 per hour, depending on experience)

This is a full time position working in the Happy Camp Child and Family Services Department.

The Patient Eligibility Worker/Administrative Assistant shall work directly with the LCSW in the Child and Family Services Program by scheduling patients, answering telephone inquiries and making referrals to appropriate staff or agencies. The individual will be responsible for entering mental health services and other behavioral health patient information into RPMS system including Electronic Health Record information. He/she shall aggressively work with uninsured patients to identify alternate resources such as Medi-Cal, CMSP, Healthy Families, etc.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** and **Veteran's 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 to the Human Resources Office in Happy Camp no later than 5pm, Thursday, June 28, 2012

Position Posted On: 6/18/2012 3:34 PM

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POSITION DESCRIPTION

Title: Patient Eligibility Worker/Administrative Assistant
Reports To: Happy Camp/Orleans Licensed Clinic Social Worker
Location: Happy Camp with occasional travel to Orleans
Salary: \$10.00 to \$11.00, depending on experience
Classification: Full Time, Regular, Non Exempt

Summary: Shall work directly with the LCSW in the Child and Family Services Program by scheduling patients, answering telephone inquiries and making referrals to appropriate staff or agencies. The individual will be responsible for entering mental health services and other behavioral health patient information into RPMS system including Electronic Health Record information. He/she shall aggressively work with uninsured patients to identify alternate resources such as Medi-Cal, CMSP, Healthy Families, etc.

Responsibilities:

Administrative Assistant

1. Shall provide office support to the Child and Family Services Program i.e. typing, filing, scheduling appointments, etc. Shall file billing records, collection records, and correspondence and shall keep them updated. Shall process all mail and run errands required for daily operation of department.
2. Shall ensure the confidentiality, security and safety of patient health information and billing records and comply with Medical Records policy and procedures and the requirements of the Privacy Act and HIPAA.
3. Shall answer the telephone, provide initial screening, and route calls to appropriate person or agency.
4. Shall be responsible for the efficient and timely entry of patient data into the RPMS system. This includes maintaining and making corrections to RPMS files.
5. Shall review and proofread all data before entering into RPMS files. Shall enter and retrieve data as requested or required.
6. Shall ensure completeness of insurance and third party coverage information; shall collect additional billing information, i.e., make copies of Medi-Cal cards, Medicare cards, insurance cards, identification, etc.

7. Shall be responsible for all ordering of office supplies and processing purchase orders for the Child and Family Services Program offices in Happy Camp and Orleans Ensures purchase requisitions are prepared, coded, and signed by appropriate supervisory personnel.
8. Shall strive to comply with AAAHC Standards and shall collect and monitor CQI data as required.

Eligibility Worker

1. Shall help uninsured patients identify which alternate resources they may qualify for and routinely assist with completion of necessary forms to enroll in programs such as Medi-Cal, CMSP, Health Families, etc.
2. Shall assist patients with completing income verification forms to qualify for reduced rates under the established Sliding Fee Scale.
3. Shall accurately maintain files for patients receiving assistance to help them monitor their coverage and ensure that periodic and annual re-certifications are completed.
4. Shall regularly assist patients in accessing the status of their applications.
5. Shall remain familiar with program guidelines and accurately communicate these guidelines to patients as needed.
6. Shall routinely assist patients with maintaining current information on file with agencies so that coverage continues.
7. Shall be readily available and able to efficiently provide transportation to program clients for appointments as requested.
8. Shall 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. Shall be polite and maintain 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. Must have High School Diploma or equivalent.

2. Must have basic office skills (good telephone skills, typing and alphabetical/numerical filing) and computer skills including word processing and various business machines. Knowledge of medical terminology preferred.
3. Must have strong oral and written communication skills.
4. Must have experience in health care industry or health field; state or local health or mental health experience preferred.
5. Must have strong customer service skills and experience in exceeding customer expectations.
6. Must have the ability to address sensitive issues in a confidential manner.
7. Must adhere to the confidentiality and HIPAA policies.
8. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must provide documentation of immunity to measles and rubella or become immunized with the recommended vaccine and Hepatitis B vaccine.
10. Must test annually for TB.
11. Must successfully pass a drug screening test and criminal background check.

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: January 10, 2008

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

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

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