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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 Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Family Nurse Practitioner or Physician Assistant

**Reports To:** Medical Director

**Location:** Yreka /Happy Camp Clinics

**Salary:** \$87,360 - \$131,04/year, depending on  
experience

**Classification:** Full-Time, Exempt, Non-Entry level

**Child Sensitive:** Yes

**Summary:** Shall work under the supervision of the Medical Director, to provide primary care to program patients. Shall assist with medical staff supervision and training. Shall work as a team leader and shall monitor all organizational wide performance improvement activities and shall serve as a participant of the Accreditation Continuous Quality Improvement Committee. Shall be required to attend Karuk Health Board meetings as directed.

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

## **POSITION DESCRIPTION**

**Title:** Family Nurse Practitioner or Physician Assistant

**Reports To:** Medical Director

**Location:** Yreka /Happy Camp Clinics

**Salary:** \$87,360 - \$131,04/year, depending on experience

**Classification:** Full-Time, Exempt, Non-Entry level

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**Responsibilities:**

1. Shall competently provide Direct Primary Care Services to program patients.
2. Displays age-specific competence working with Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric.
3. Shall appropriately review the medical policies and procedures manual annually and make recommendations to the Medical Director.
4. Shall proficiently monitor organizational wide performance improvement activities as a participant of the medical team.
5. Shall efficiently follow guidelines for reporting as required by Federal, State, local and Tribal regulations or laws.
6. Shall appropriately provide medical advice to Committees ex; CHS Managed Care, Medical Records, ACQI, etc.
7. Shall competently assist the Medical staff in the development and training of educational programs for staff, patients and other agencies as deemed necessary. Shall work closely with Medical Director and Clinic Physicians to be a liaison with local Medical community including Trauma Centers, Emergency Departments; referred Medical Specialists, Public Health and local EMS Providers.
8. Shall sufficiently record patient visits in timely manner utilizing the SOAP format and will complete all charts, referral requests, RX refill notes and authorizations within 72 hours.
9. Shall capably consult as appropriate with the Medical Director and Clinic Physicians to

ensure the delivery of quality healthcare.

10. Shall properly supervise or assist with the supervision of Nurses and Medical Assistants.
11. Routine duties shall include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area. Shall participate in MAT Program and refer patients to that program when deemed necessary.
12. Shall be capably available for local and out of the area travel as required for job related training and shall attend all required meetings and functions as requested.
13. 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 be currently licensed, or be able to obtain a license within six months of employment, with the California State Board of Registered Nursing or Physician Assistant Board of California. Must be certified as a Family Nurse Practitioner or Physician Assistant. National Certification preferred. Master's Degree required for Nurse Practitioner applicants. Must have current DEA registration for prescribing RX.
2. Must participate in MAT Program and refer patient to Clinic Physician and/or pain specialist when deemed necessary.
3. Must obtain and keep current BLS CPR, ACLS, PALS, and ATLS Certifications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must function according to standing orders developed in consultation with the Medical Director.
6. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccines and Hepatitis B vaccine. Must test for TB at time of hire and per CDC guidelines as required. Must have an annual health exam and a Flu Immunization and a COVID-19 vaccination or exemption as required.
7. Must adhere to confidentiality and HIPAA policies.
8. 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.

**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.

**Review Committee Approved:** April 13, 2022

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