

---

**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

---

## Vacancy Announcement

**Title:** Manager of HRSA, Compliance and Accreditation

**Reports To:** Chief Executive Officer of Health and Human Services

**Supervises:** Quality Management and Accreditation and Risk Manager

**Location:** Happy Camp, CA

**Duty/Assignment Station:** Happy Camp, CA

**Salary:** \$65,000 to \$95,000 DOE

**Classification:** Full Time, Regular, Exempt, Non-Entry Level

**Summary:** The Health Resources and Services Administration (HRSA), Compliance & Accreditation Manager reports to the Karuk Tribe's Health & Human Services (HHS) Chief Executive Officer (CEO) and works with various administrative support personnel to develop Karuk HHS' institutional capacity to implement sponsored programs in an adequate controlled environment to ensure compliance with all HRSA, responsible for the HRSA Grant, the Federal Torts Claim Act (FTCA) Grant, and all claims management systems as well as being point of contact for FTCA and overseeing all claims as part of the daily monitoring of systems, performance improvement, risk management, and accreditation requirements or regulation.

Facilitates the efforts of the Performance Improvement Committee and drives the initiative within the organization. Strategizes to prevent the organization from business, financial, legal, and security risk or loss. Strives to secure the organization's reputation by controlling risk. The Manager of HRSA, Compliance and Accreditation oversees and monitors the compliance program and works closely with the Business Office Manager to establish methods to improve efficiency and the quality of service. The Manager of HRSA, Compliance and Accreditation shall reduce the organization's vulnerability to fraud and abuse.

### **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. 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

**Title:** Manager of HRSA, Compliance and Accreditation

**Reports To:** Chief Executive Officer of Health and Human Services

**Supervises:** Quality Management and Accreditation and Risk Manager

**Location:** Happy Camp, CA

**Duty/Assignment Station:** Happy Camp, CA

**Salary:** \$65,000 to \$95,000 DOE

**Classification:** Full Time, Regular, Exempt, Non-Entry Level

**Summary:** The Health Resources and Services Administration (HRSA), Compliance & Accreditation Manager reports to the Karuk Tribe's Health & Human Services (HHS) Chief Executive Officer (CEO) and works with various administrative support personnel to develop Karuk HHS' institutional capacity to implement sponsored programs in an adequate controlled environment to ensure compliance with all HRSA, responsible for the HRSA Grant, the Federal Torts Claim Act (FTCA) Grant, and all claims management systems as well as being point of contact for FTCA and overseeing all claims as part of the daily monitoring of systems, performance improvement, risk management, and accreditation requirements or regulation.

Facilitates the efforts of the Performance Improvement Committee and drives the initiative within the organization. Strategizes to prevent the organization from business, financial, legal, and security risk or loss. Strives to secure the organization's reputation by controlling risk. The Manager of HRSA, Compliance and Accreditation oversees and monitors the compliance program and works closely with the Business Office Manager to establish methods to improve efficiency and the quality of service. The Manager of HRSA, Compliance and Accreditation shall reduce the organization's vulnerability to fraud and abuse.

### **Responsibilities: Accreditation, Risk Management, and Compliance**

1. Coordinates and administers pre-award and non-financial post-award reporting activities for all sponsored HRSA projects or requirements.
2. Serves as Point of Contact (POC) for FTCA claims management overseeing all claims and monitoring daily any potential claims and all aspects of the FTCA's oversight to

prevent potential claims. Works with Karuk Tribal General Counsel for any claim's management.

3. Evaluates and monitors compliance with Accreditation Association for Ambulatory Health Care (AAAHC) Manual for Ambulatory Healthcare.
4. Facilitates the efforts of the Performance Improvement Committee.
5. Maintains and develops training programs in CareLearning. Monitors and maintains training compliance.
6. Works with Resource and Patient Management System (RPMS [electronic records system]) site manager to maintain systems.
7. Serves as an expert in performance improvement concepts and tools as they relate to tribal healthcare programs and services; Assists in the design and implementation of performance improvement concepts, programs, initiatives and activities.
8. Works to develop, implement, revise and enforce KTHHSP policies and procedures as required or requested.
9. Conducts assessments of to define and analyze possible risk to staff or patients while considering its consequences. Makes recommendations to correct and or minimize risks.
10. Reviews all incident reports, near miss and adverse incident reports identifying trends and patterns, and investigates root causes when indicated.
11. Develops risk management controls and systems to eliminate or mitigate potential risk.
12. Prepares reports and presents recommendations, evaluates employee risk awareness, conducts compliance audits on assigned projects, and assists in the implementation of plans and solutions.
13. Ensures that employees and physicians know and comply with Tribal, Federal and State ordinances, statutes, regulations, policies, procedures and standards.
14. Cooperates with the Office of Civil Rights, other legal entities, and Tribal officers in any compliance reviews or investigations.
15. Ensures that the HHS- OIG (HHS's Office of Inspector General) List of Excluded individuals and entities disbarred from Federal Programs have checked with respect to all employees, medical staff, and independent contractors.
16. Oversees all aspects of the HIPPA activities, privacy and security. Serves as risk manager and reviews all incidents reports. Identifies trends and patterns and investigates root causes when indicated and partners with Department Leadership to implement change.

17. Investigates any allegations concerning possible unethical or improper business practices including potential Health Insurance Portability and Accountability Act (HIPAA) violations and ensures, monitors and enforces subsequent corrective action(s) and/or compliance.
18. Routine duties may include providing educational services and other health care related services in the home, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Areas.
19. Is available for local and out of the area travel for job related training and requisite meetings.

**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 and even temperament.
3. Displays the ability to understand and follow oral and written instructions.
4. Experience of 3 to 5 years in healthcare is required with experience in Compliance and accreditation.
5. Experience working in the Indian health care delivery system working with American Indian/Alaska Native tribal governments is preferred.

**Requirements:**

1. Must possess a Bachelor's Degree with a minimum of 3 to 5 years' experience in Health Care Administration, Organizational Development, or related field. Progressively responsible professional work-related experience, education, or training may be substituted on a year-for-year basis for college education. A minimum of five (5) years of leadership/senior management experience supporting or leading compliance programs.
2. Excellent verbal and written communication skills with the ability to be detail oriented. Computer and technical skills (including Word, PowerPoint, Excel, Outlook). Demonstrated analytic skills including use of statistical methods, with strong writing, problem solving and communication skills. Experience that indicates the ability to interact effectively with leaders among Native American communities, government agencies, scientific and academic communities, medical and health-related organizations, nongovernmental groups and the public at large is required
3. Must possess a valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.

4. Must provide documentation of immunity to measles, and rubella, hepatitis B or become vaccinated with the recommended vaccine, test for Tuberculosis (TB) as US Centers for Disease Control (CDC) recommends, and annual influenza vaccine. Must have an annual health examination.

5. Must successfully pass pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with 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.

**Committee Approved:** May 9, 2024

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

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