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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:** Clinic Courier

**Reports To:** Purchased/Referred Care Supervisor

**Location:** Happy Camp, CA with travel to Yreka, CA daily

**Assigned Work Location:** Does Not Qualify

**Salary:** \$ 21 - \$28 per hour/DOE

**Summary:** This position is responsible for the delivery of medications and other items/products, Monday through Friday between Happy Camp and Yreka, CA.

**Classification:** Part Time (5 hours per day average), Non-Exempt, Entry Level

### **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. 7034 or 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## POSITION DESCRIPTION

<b>Title:</b>	Clinic Courier
<b>Reports To:</b>	Purchased/Referred Care Supervisor
<b>Location:</b>	Happy Camp, CA with travel to Yreka, CA daily
<b>Assigned Work Location:</b>	Does Not Qualify
<b>Salary:</b>	\$ 21 - \$28 per hour/DOE
<b>Summary:</b>	This position is responsible for the delivery of medications and other items/products, Monday through Friday between Happy Camp and Yreka, CA.
<b>Classification:</b>	Part Time (5 hours per day average), Non-Exempt, Entry Level

### Responsibilities:

1. Pick up lab results (aka: "labs") from the Karuk Community Health Clinic in Happy Camp, Monday through Friday and deliver to the Karuk Tribe Clinic in Yreka for pickup by the Tribe's contractor.
2. Pick up labs from the Karuk Community Health Clinic in Happy Camp and delivers to the Fairchild Medical Center (FMC) in Yreka for processing; may pick up and return items such as x-ray reports from FMC.
3. Pick up interoffice mail from the Karuk Tribe Administration Office and Karuk Tribe Housing Authority (KTHA) in Happy Camp and deliver to KTHA offices in Yreka
4. Pick up and deliver interoffice mail to Yreka Medical Clinic, Temporary Assistance for Needy Families (TANF), Head Start, Amkuuf Smoke Shop, Judicial office, and Rain Rock as needed Monday through Friday. Happy Camp mail is delivered to the Karuk Tribe Administration Office for distribution.
5. Makes miscellaneous deliveries and pickups as directed. Pick up medications from Raley's Pharmacy Monday through Friday and deliver to Karuk Tribe Medical Clinic in Happy Camp.
6. Remains in compliance with the Karuk Tribe's vehicle use policy; Courier must abide by hours of use policy.
7. Attends all required meetings and functions
8. Be polite and maintain a priority system in accepting other position related job duties as assigned.

### Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.

3. Has the ability to establish and maintain harmonious working relationships with other employees and the general public.
4. Has the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must adhere to Tribes, confidentiality policies, including Health Insurance Portability and Accountability Act (HIPAA).
3. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test for Tuberculosis (TB) per the National Centers for Disease Control (CDC) guidelines. Must have and pass an annual health examination.
4. 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.

**Committee Approved:** February 20, 2025; revised 2/27/2025

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

