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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 Tribe****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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**Karuk Dental Clinic**

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

## Vacancy Announcement

**Title:** Licensed Vocational Nurse (LVN)

**Reports to:** Lead LVN

**Location:** Yreka/Happy Camp/Orleans

**Assigned  
Work Location:** Does not qualify

**Salary:** \$27-\$40 per hour/DOE

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

**Summary:** The Licensed Vocational Nurse (LVN) works in the assigned Medical Clinic under the supervision of the Lead LVN and the Public Health Nurse (PHN) and/or Registered Nurse (RN). The LVN will work in conjunction with the Quality Management (QM) department to meet Accreditation Association for Ambulatory Health Care (AAAHC) standards. Works as a team player with the Medical staff to collect data and monitor Medical QM activity. Possess the knowledge of and understands clinic policy and procedures. The LVN is responsible for documentation regarding the dispensing of medications, lab work and equipment calibration and maintenance. Assists in the development of and abide by policies, procedures and protocols in all patient care situations. Assists with training of the medical staff and provides patient care education.

### **Application Deadline: February 24, 2026 by 5:00 PM**

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, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## Position Description

**Title:** Licensed Vocational Nurse (LVN)

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**Responsibilities:**

1. Takes the responsibility for the management of patient care areas and equipment. Assists in the ordering of supplies and stocking/cleaning exam rooms.
2. Ensures the confidentiality, security, and safety of patient records, and complies with the requirements of the Indian Health Services (his) Privacy Act.
3. Works under the Clinic Physician, Nurse Practitioner, Physician Assistant or Registered Nurse in the dispensing of medications, setting up for minor surgeries and assisting, and ensuring informed consent is signed.
4. Prepares and administer medications (intramuscular, intradermal and subcutaneous injections)
5. Appropriately and sufficiently records patient information as required by the Electronic Health Record (EHR).
6. Is competent in providing medical and nursing support services, ex; assessment, patient education, laboratory services, phlebotomy, medication administration, therapeutic services, and emergency care.
7. Displays age specific competence in working with: Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric (elder).
8. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the QM Department to meet AAAHC Ambulatory Health Care Standards.
9. Collects data and monitors medical QM activities, and reports findings, outcomes, and progress to the

ACQI Committee or as directed to the Karuk Health Board.

10. Serves on health committees as requested and/or required.
11. Maintains logs on referrals, medications, lab test, equipment calibration and maintenance. Reports malfunctioning equipment.
12. Acts as a liaison between the provider and specialty offices, pharmacies, patients, and families.
13. Exhibits skill in developing and providing training, guidance or help to medical staff and other employees as necessary.
14. Assists in the coordination of organization wide functions or activities.
15. Routine duties shall include providing nursing services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Areas.
16. Available for local and out of the area travel as required for job related training and maintains Continuing Education Units (CEU's) for license renewal. Attends all required meetings and functions.
17. 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.
5. LVN's with previous experience working in an ambulatory care clinic/acute care setting preferred.

**Requirements:**

1. Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of Vocational Nursing Psychiatric Technicians.
2. Must have current certification in Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) or be willing to obtain within 6 months of accepting position. Must receive post license training and certification in Intravenous (IV) Therapy and Blood draw if not already certified in these skills within 1 year of employment
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to the Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
5. 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 National Centers for Disease Control (CDC) guidelines. Must have an annual health examination.

6. 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.

**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:** October 2, 2024

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

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