

**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

<b>Title:</b>	Licensed Vocational Nurse (LVN)
<b>Reports To:</b>	Lead LVN
<b>Location:</b>	Happy Camp, CA
<b>Assigned Work Location:</b>	Medical Clinic (Happy Camp, CA)
<b>Salary:</b>	\$27.00 -\$40.00 per hour/ DOE
<b>Classification:</b>	Full Time, Regular, Non-Exempt
<b>Summary:</b>	The Licensed Vocational Nurse (LVN) works in the assigned Medical Clinic under the supervision of the Lead LVN, Public Health Nurse (PHN), Registered Nurse (RN), and medical providers. The LVN supports quality patient care, clinical operations, and Quality Management activities to meet Accreditation Association for Ambulatory Health Care (AAAHC) standards. The LVN functions as a team member within the Medical Department, ensures compliance with clinic policies and procedures, maintains accurate documentation, assists with staff training, and provides patient education.

### **Application Deadline: February 27, 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)

**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

## POSITION DESCRIPTION

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

**Reports To:** Lead LVN

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

**Assigned Work Location:** Medical Clinic (Happy Camp, CA)

**Salary:** \$27.00 -\$40.00 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, Public Health Nurse (PHN), Registered Nurse (RN), and medical providers. The LVN supports quality patient care, clinical operations, and Quality Management activities to meet Accreditation Association for Ambulatory Health Care (AAAHC) standards. The LVN functions as a team member within the Medical Department, ensures compliance with clinic policies and procedures, maintains accurate documentation, assists with staff training, and provides patient education.

**Responsibilities:**

1. Manages patient care areas, and equipment, and exam rooms, including ordering, stocking, and cleaning.
2. Ensures confidentiality, security, and safety of patient records in compliance with the Indian Health Services (IHS) and Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) requirements.
3. Assists providers with medication dispensing, minor procedures, and ensures informed consent is obtained.
4. Prepares and administer medications including, intramuscular, intradermal and subcutaneous injections.
5. Accurately documents patient information in the Electronic Health Record (EHR).
6. Provides nursing support services including assessment, patient education, laboratory services, phlebotomy, medication administration, and emergency care.
7. Demonstrates age-specific competency in caring for patients across the lifespan.
8. Participates in Accreditation Continuous Quality Improvement Committee (ACQI) activities and supports AAAHC standards.
9. Collects, monitors, and reports Quality Management data as directed.
10. Serves on health-related committees as requested.

11. Maintains logs on referrals, medications, lab tests, equipment calibration and maintenance. Reports malfunctioning equipment.
12. Acts as a liaison between providers, specialty offices, pharmacies, patients, and families.
13. Assists with training, guidance, and support of medical staff.
14. Assists in the coordination of organization wide functions or activities.
15. Provides nursing services in clinics, homes, schools, and community settings within the Tribe's service area.
16. Maintains Continuing Education Units (CEU's) for license renewal, Attending all required meetings and functions.
17. Adheres to Tribe's and Program's confidentiality and personnel policies.
18. Be available for local and out of the area travel as required for job related training and various activities.
19. Attends all required meetings, trainings and functions.
20. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

#### **Qualifications:**

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

#### **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. LVN's with previous experience working in an ambulatory care clinic/acute care setting is preferred.
3. Must have current certification in Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) or be willing to obtain within 6 months of hire.
4. 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
5. Must adhere to the Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.

6. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine and testing for Tuberculosis (TB) upon hire and per National Centers for Disease Control (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 be a self-starter, well organized, and willing to learn new skills.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug screening test.
10. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

**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 13, 2026

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Form Approved by Council 11/20/25