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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

<b>Title:</b>	Community Health Representative (CHR)
<b>Reports To:</b>	Community Health Representative Supervisor/Operations Manager
<b>Location:</b>	Happy Camp/Orleans, CA/Yreka, CA
<b>Assigned Work Location:</b>	Happy Camp/Orleans, CA/Yreka, CA
<b>Salary:</b>	\$21.00 to \$28.00 per hour/ DOE
<b>Classification:</b>	Full-time, Regular, Non-Exempt, Entry-level
<b>Summary:</b>	This position serves as a community-based health care provider who furnishes paraprofessional community-oriented primary care, disease prevention services, and traditional Native concepts in multiple settings within the service area of the Karuk Tribe. This is a Child Sensitive position.

### **Application Deadline: March 19, 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)

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### POSITION DESCRIPTION

**Title:** Community Health Representative (CHR)

**Reports To:** Community Health Representative Supervisor/Operations Manager

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

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

**Salary:** \$21.00 to \$28.00 per hour/ DOE

**Classification:** Full-time, Regular, Non-Exempt, Entry-level

**Summary:** This position serves as a community-based health care provider who furnishes paraprofessional community-oriented primary care, disease prevention services, and traditional Native concepts in multiple settings within the service area of the Karuk Tribe. This is a Child Sensitive position.

#### Responsibilities:

1. Facilitates communication between community members and health care providers, acting as a client advocate and improving access to health care.
2. Prepares and maintains a visitation schedule with all eligible residents in their area. Visitation should include, but not be limited to, evaluating health status, public health needs, and well-being of Community Members of all ages.
3. Under supervision of the medical provider, Public Health Nurse (PHN), and/or Registered Nurse (RN), performs health assessments and screenings, including, but not limited to: testing blood sugar levels, checking vital signs, vision screening, performing blood hemoglobin assessments, podiatry checks, etc.
4. Provides specific areas of health education including diabetes, hypertension, maternal and child health, immunizations, health promotion and disease prevention. Health Education shall be provided one on one, in family, and/or group settings.
5. Collects data, maintains patient and family records, and writes reports. Coordinates activities and shares appropriate data with and/or the medical provider.
6. Exhibits the ability to work and communicate in a team-oriented way with other outreach staff, other Karuk Tribe departments and supervisor in order to meet client needs.
7. Enters data and information related to field visits and health screenings into the Electronic Health Record (EHR) in order to adequately provide monthly reports to supervisor summarizing activities.
8. Assists with community health clinics (i.e., pediatric clinics, diabetes screenings and clinics, specialty clinics).

9. Provides emotional support and advice through follow up with clients newly diagnosed with a chronic or serious illness or injury and their families, clients in domestic violence settings, clients experiencing loss, and other situations which affect family health and well-being
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

**Qualifications:**

1. Experience with Native American community health outreach programs preferred. Experience with medical work preferred.
2. Possess working knowledge of basic computer programs/applications (Microsoft Office Suite) and typing and/or willingness to learn our EHR and RPMS systems.
3. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to understand and follow oral and written instructions.
7. 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.
8. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

**Requirements:**

1. Must possess high school diploma or equivalent.
2. Prior experience working in the health field, community outreach, or direct patient care within the tribal community is preferred.
3. Complete Cardiopulmonary Resuscitation (CPR) & First Aid training within the first 90 days of employment.
4. Complete the Basic and Advanced Indian Health Services (IHS) web-based training modules within the first 6 months of employment. Complete a minimum of 6 hours of additional training annually.
5. Must obtain Defensive Driving Certificate within 6 months of hire.
6. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
7. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine. Must test for Tuberculosis (TB) at time of hire and per CDC guidelines as required. Must have an annual health exam and a Flu or exemption as required.

8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.
11. 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:** March 5, 2026

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

Form Approved by Council 11/20/25