
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

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:	Medical Assistant
Reports To:	Clinic Manager
Location:	Orleans, CA
Assigned Work Location:	Medical Clinic
Salary:	\$23.00 - \$38.00 per hour/DOE
Classification:	Full Time, Non-Exempt, Non-Entry Level
Summary:	The Medical Assistant (MA) works under the supervision of the Clinic Manager to provide medical and nursing support services; these include, but are not limited to: phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory test. Documents in accordance with the established Policy and Change Control (PCC) policy. Works as a team member and complies with Accreditation Association for Ambulatory Health Care (AAAHC) standards. Possess the knowledge of and understands clinic policy and procedures. Provides support to the Medical Records and Front Office as necessary.

Application Deadline: August 7, 2026 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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POSITION DESCRIPTION

Title:	Medical Assistant
Reports To:	Clinic Manager
Location:	Happy Camp, CA/ Yreka, CA/ and Orleans, CA
Assigned Work Location:	Medical Clinic
Salary:	\$23.00 - \$38.00 per hour/DOE
Classification:	Full Time, Non-Exempt, Non-Entry Level
Summary:	The Medical Assistant (MA) works under the supervision of the Clinic Manager to provide medical and nursing support services; these include, but are not limited to: phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory test. Documents in accordance with the established Policy and Change Control (PCC) policy. Works as a team member and complies with Accreditation Association for Ambulatory Health Care (AAAHC) standards. Possess the knowledge of and understands clinic policy and procedures. Provides support to the Medical Records and Front Office as necessary.

Responsibilities:

1. Provides medical and nursing support services, which includes phlebotomy, injections, brief assessments such as vital signs, height and weight and reason for visit.
2. Documents in the Electronic Health Records according to best practices.
3. Under supervision, performs Clinical Laboratory Improvement Amendments (CLIA) waived laboratory tests.
4. Assists the clinic nurse with special patient educational programs.:
5. Works as a team member and complies with Accreditation for Ambulatory Health Care (AAAHC) standards.
6. Assists in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
7. Assists the Clinic Physician and the Family Nurse Practitioner (NP), and/or the Physician's Assistant (PA) as necessary.
8. Cross-trained to aid the Medical Records Department and Front Office as necessary.

9. Routine duties include providing medical services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Areas.
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. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as eClinicalWorks, Outlook, Windows 11 and MS Office Suite applications.
2. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must have:
 - a. Current Medical Assistant Certification; and/or
 - b. Experience as an Emergency Medical Technician (EMT), a Medical Assistant or a Certified Nursing Assistant (can); and/ or
 - c. College level education in health specific courses as they relate to rendering care in the health care setting; and/or
 - d. Certification in Phlebotomy.
2. Must have a high school diploma or equivalent.
3. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
4. 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 Nation Centers for Disease Control (CDC) guidelines as required. Must have an annual health exam and a Flu or exemption as required.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test.
8. 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 contest or guilty plea to any felonious offenses or two or more

misdemeanor offenses 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: July 21, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25