

---

**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:** Compliance and Accreditation Coordinator

**Reports To:** Manager of HRSA, Compliance and Accreditation

**Location:** Happy Camp, CA

**Assigned Work Location:** Happy Camp, CA

**Salary:** \$25.00 - \$35.00 per hour/ DOE

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

**Summary:** The Compliance and Accreditation Coordinator will work under the direction of the Manager of HRSA, Compliance and Accreditation. The Compliance and Accreditation Coordinator will work to facilitate compliance within the Health and Human Services Program, maintain the policies and procedure files, and maintain all Provider and employee files. The Compliance and Accreditation Coordinator will work with Risk Management to Credential all Licensed Independent Practitioners (LIP); oversee all licensed and certified professionals in maintaining their licensing and certifications; and track all required Continued Education Units (CEU) and certifications required for their position within the Health and Human Services (HHS) Program.

### **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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043/7034, Fax: (855) 437-7888, or Email at [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 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

---

## POSITION DESCRIPTION

**Title:** Compliance and Accreditation Coordinator

**Reports To:** Manager of HRSA, Compliance and Accreditation

**Location:** Happy Camp, CA

**Assigned Work Location:** Happy Camp, CA

**Salary:** \$25.00 - \$35.00 per hour/ DOE

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

**Summary:** The Compliance and Accreditation Coordinator will work under the direction of the Manager of HRSA, Compliance and Accreditation. The Compliance and Accreditation Coordinator will work to facilitate compliance within the Health and Human Services Program, maintain the policies and procedure files, and maintain all Provider and employee files. The Compliance and Accreditation Coordinator will work with Risk Management to Credential all Licensed Independent Practitioners (LIP); oversee all licensed and certified professionals in maintaining their licensing and certifications; and track all required Continued Education Units (CEU) and certifications required for their position within the Health and Human Services (HHS) Program.

### Responsibilities:

1. Works with Risk Management to maintain Credentialing and Privileging of all LIP's, maintaining employee files insuring all licensing and certifications are maintained and current within the Health and Human Services Programs. Keep every employee within HHS file's up to date and current.
2. Evaluates and monitors compliance with Accreditation Association for Ambulatory Health Care (AAAHC) Manual.
3. Facilitates the efforts of the Performance Improvement Committee.
4. Assist management in developing education programs for Carelearning and HHS annual trainings.
5. Serves as an expert in performance improvement concepts and tools.
6. Guides the organization in the concepts of Continuous Quality Improvement and Accreditation.
7. Assists in the design and implementation of performance improvement concepts and activities.
8. Demonstrates skill in the development, implementation, revision and enforcement of Karuk Tribe Health and Human Services (KTHHS) Policies and Procedures.
9. Conducts assessments to define and analyze possible risk while considering its consequences.
10. Works with Risk Management to ensure all yearly trainings are completed.

11. Develops and maintains all policies and procedures keeping the current Policies and shared files current and up to date.
12. Prepares reports and presents recommendations for Quality Improvement.
13. Assist the implementation of solutions and plans for Quality Improvement and Risk Management.
14. Evaluates employees' risk awareness and trains as necessary.
15. Conducts internal compliance audits on funded projects for Quality Improvement.
16. Ensures that employees and physicians know and comply with Federal and State statues, regulations, and standards.
17. Cooperates with the Office of Civil Rights (OIG), other legal entities, and organization officers in any compliance reviews or in any compliance reviews or investigations.
18. Ensures that the HHS-OIG List of Excluded individuals and entities disbarred from Federal Programs are checked with respect to all employees, medical staff, and independent contractors.
19. Appropriately investigates any report of allegation concerning possible unethical or improper business practices, and shall monitor subsequent corrective action and/or compliance.
20. Works with Risk Management and Quality Management to maintain HHS compliance
21. Oversees all aspects of the Health Insurance Portability and Accountability Act (HIPPA) activities, privacy, and security.
22. Works with Public Health to provide educational services, and other health care related services in the home, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
23. Adheres to Tribe's and Program's confidentiality and personnel policies.
24. Be available for local and out of the area travel as required for job related training and various activities.
25. Attends all required meetings, trainings and functions.
26. 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 operates software such as Windows 10 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. A Bachelor's Degree in Business Management or Health Care Management; or possession of a professional license in Health Care; or certification in a Health or Human Service field with 2 years in management.
2. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in conflict resolution through peacemaking and mediation.

3. 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.
4. Must be a self-starter, well organized, and willing to learn new skills.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug screening test.
7. 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:** June 10, 2026

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

Form Approved by Council 11/20/25