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: Community Health Representative (CHR)

Reports To: Community Health Representative Supervisor/Operations Manager

Location: Happy Camp,CA

Assigned Work Location: Does not qualify

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

Salary: $21.00 to $28.00 per hour, DOE

Child Sensitive: Yes

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.

Application Deadline: September 15, 2026 at 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 Department, Telephone (530) 493-1600 ext. 2043 or 2038, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

Title: Community Health Representative (CHR)

Reports To: Community Health Representative Supervisor/Operations Manager

Location: Happy Camp/Orleans/Yreka, CA

Assigned Work Location: Does not qualify

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

Salary: $21.00 to $28.00 per hour, DOE

Child Sensitive: Yes

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.

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)/Resource and Patient Management System (RPMS) software in order to adequately provide monthly reports to supervisor summarizing activities.

8. Be readily be available for local and out of the area travel as required for job related training. Attend all required meetings and functions.

9. Assists with community health clinics (i.e., pediatric clinics, diabetes screenings and clinics, specialty clinics).

10. 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

11. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments, including knowledge or the culture, customs, traditions, and history.

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, clients, family and public.

4. Demonstrates the ability to understand and follow oral and written instructions.

5. Is self-motivated and able to work with little supervision.

6. Experience with Native American community health outreach programs preferred. Experience with medical work preferred.

7. Possess working knowledge of basic computer programs/applications (Microsoft Office Suite) and typing and/or willingness to learn our EHR and RPMS systems.

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 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. Possess valid driver's license, good driving record and be insurable by the Tribe's insurance carrier and obtain Defensive Driving Certificate.

6. Strictly adhere to the confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.

7. Successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

8. Provide documentation of immunity, vaccination, or vaccination refusal for hepatitis B, as well as measles, mumps, and rubella (MMR). Additionally, be prepared for annual tuberculosis (TB) testing and an annual employee physical.

9. Provide proof of immunity to measles, and rubella, or receive the recommended vaccinations along with the hepatitis B vaccine. A Tuberculosis (TB) test is required at time of hire in accordance with Center for Disease Control (CDC) guidelines as applicable. An annual health examination, influenza vaccination, COVID-19 vaccination, or required exemption must be completed.

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:

Employee's Signature: _____ Date: _____

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