

August 27, 2021



K'ima:w Medical Center

an entity of the Hoopa Valley Tribe, is seeking applicants for the following positions:

MMIW Advocate/Educator – FT/Regular (24.03/hour DOE) This is a grant-funded position. The purpose of this position is to provide direct services to families of victims of Missing and Murdered Indigenous Women and Girls (MMIW) and to assist the program manager with developing safe strategies. **Minimum requirements:** High School Diploma or GED; 40-hour Advocacy Certificate; CPR certificate or able to obtain within 6 months of hire; and, one of the following: (1) Associate degree in Criminal Justice or Social Advocacy, OR (2) Associate degree and three years advocacy experience or four years as an educator or outreach specialist in a closely related field, OR (3) Bachelor degree in Social Work, Education, Law Enforcement, or related field, OR (4) five years in education or outreach in a social work capacity. **Must** have a valid Driver's License and must be insurable. **Opened until filled.**

PRC Referral Clerk/ Assistant Claims Clerk – FT/Regular Process PRC referrals by reviewing for medical justification and priority level. Review and verify insurance and alternate resource eligibility. Determine PRC eligibility through source documentation. Assist in scheduling of referred care appointments as needed. Effectively communicate information and requests to clinical staff, third party payers and medical patients. Review medical claims for payment. **Minimum requirements:** High School Diploma or GED, experience working with a variety of computer applications, preferably RPMS/EHR, Excel and Microix. Knowledge of medical office practices. Two year's experience in a healthcare setting, including front and back-office duties. Experience with healthcare billing/ coding/medical claims review preferred, CPR certification. **Must** have a valid California Driver's License and must be insurable. **Opened until filled.**

Certified Alcohol and Drug Counselor- FT/ Regular Is responsible for coordinating substance abuse services for clients, and identifies the needs of the client in relation to mental health and substance abuse, develops recommendations, provides direct services, and coordinates to link client with services and resources in the community. Substance Abuse Counselor I

Must possess an AA in Addiction Studies and two years' experience working in the Behavioral Health Field. Must be certified by one or more of the following certifying boards recognized by the State of California and Indian Health Services. (CCAPP, AAHCPAD, CAARR, Breining Institute RAS, CADDTP, CAADE, CCBCDC, IACC). Must have knowledge of and apply Evidence Based Practices in the area of Substance Abuse Prevention and Treatment. **Must** have a valid California Driver's License, and must be insurable. **Opened until filled**

Community Health Representative (CHR) – FT- Provide supportive services to persons in need of short/long term health care assistance and performs routine health screening in the community, specialized treatments, and preventive health program. **Minimum requirements:** High School Diploma or GED, experience working in health setting/field, CPR certification. **Must** have a valid California Driver's License, and must be insurable. **Opened until filled.**

Dental Biller – FT/ Regular (\$15.38 - \$20.00) – Prepares and submits all third-party billings. Submits dental lab invoices to fiscal, PRC department, and enters them onto RPMS and EHR. Maintains accounting and patient accounts receivable records. Post accounts receivables from private insurance, Medi-Cal, and private pay patients. Maintains cleanliness in working area and other areas of the Dental Clinic as time allows. Runs errands when needed. Maintains cash box. **Requirements:** High School Diploma or General Education Degree (GED), and one (1) to three (3) months related experience and/or training. Current CPR or obtained within 60 days. **Opened until filled.**

Director of Medical Records – FT Regular (\$27.02 - \$30.00) – Responsible for organization and supervision of the Medical Records Department. Acts as a consultant to medical staff and clinical staff in meeting accreditation standards. Is a resource for legal aspects of documentation and consent. Is responsible for maintaining confidentiality and integrity of medical records. Knowledge of functions and requirements of Medical Records. Familiarity with legal aspects of the Medical Record. Knowledge of requirements of accrediting agencies and government regulations affecting Medical Records. Knowledge of ICD-10 CM, CPT-4, and DRG coding practices and reimbursement requirements. Ability to supervise others and establish cooperation with all KMC department and medical staff. Minimum Requirements: Registered Record Administrator (RRA) or Accredited Record Technician (ART) from a two-year college or technical school; and three (3) to five (5) years related experience. Current CPR or obtain within 60 days, and a valid California Driver's License. **Opened until filled.**

Senior Accountant – FT/Regular - Competitive Pay Under the direction of the Chief Financial Officer (CFO) – Responsible for performing general ledger accounting transactions and reconciliations; maintains accurate subsidiary ledgers to support financial transactions, prepares journal entries to the general ledger. **Minimum Requirements:** Bachelor's Degree in

Accounting with at least two years documented experience working in the general ledger OR combination of education and experience. Microsoft Excel Advanced experience preferred; Computer Accounting experience, prefer experience with MIP Fund Accounting. Must possess current CPR Certificate or obtain within 60 days. **Must** possess a valid California Driver's License. **Open until filled.**

Accountant - FT/Regular Under the direction of the Chief Financial Officer (CFO), Responsible for performing general ledger accounting transactions and reconciliations, maintain accurate subsidiary ledgers to support financial transactions, prepares journal entries to the general ledger. Minimum Requirements: Bachelor's degree in accounting with at least two years documented experience working in the general ledger OR combination of education and experience, Microsoft Excel Advanced experience preferred; computer Accounting experience, prefer experience with MIP Fund Accounting. possess current CPR Certificate or obtain within 60days, **must** possess a Valid California Driver's License. **Open until filled.**

Physician – FT Regular– Provides outpatient and inpatient care. Pursuant to Rural Acute Care Hospital standards. Conducts regular outpatient clinics and general medical and pediatric examinations, diagnosis, and treatment of patients. Determines when the services of a specialist are needed to treat unusual cases. Makes necessary arrangements for the admission of hospital patients to appropriate hospital. Analyzes the clinical records of new inpatients to determine preliminary diagnosis; affords professional care to patients confined; obtains necessary consultation for cases presenting difficulty in diagnosis of treatment; and authorizes admission of patients to acute care hospitals for emergency medical care and surgery. Participates in organization meetings to develop new, modify existing, and evaluate medical procedures relative to patient care with objective of improving and increasing the degree of patient care given to patients. **Minimum requirements:** A Doctor of Medicine or a doctor of Osteopathy from a school in the United States approved by a recognizing body in the year of applicant's graduation; or a Doctor of Medicine with an equivalent degree from a foreign medical school which provided education and medical knowledge substantially equivalent to accredited schools in the United States. Subsequent to obtaining a Doctor of Medicine or a Doctor of Osteopathy degree, applicant must have at least one (1) year of supervised experience providing direct services in a clinical setting, i.e., a one (1) year internship or the first (transition) year of a residency program in an institution accredited for such training in the United States. **Must** possess a permanent, current, full, and unrestricted license to practice medicine in the State of California. Must possess a valid California Driver's License, current CPR or obtained within 60 days. **Open until filled.**

Laboratory Technologist – FT Regular (\$19.05 - \$24.56 hr.) – Under general supervision, the laboratory technologist performs various analytical procedures in the clinical laboratory, maintains instruments, calculates and analyzes data, test, and maintains quality control.

Minimum Requirements: Licensed as a Medical Technologist by the State of California, and a minimum of one (1) year laboratory experience. Must possess a valid California Driver's License, current CPR Certificate or obtain within 60 days. **Open until filled.**

Medical Director FT Regular The Medical Director is responsible for leadership and administration of K'ima:w Medical Clinic services. Direct and coordinate all activities of the medical functions. Provide clinical consultation and oversight to physicians and mid-level providers. Collaborate with all K'ima:w Medical Center departments, Chief Executive Officer, and Board of Director in planning, implementing and evaluating health programming quality health services to clients. Graduation from a United States accredited medical school. Five years direct ambulatory care experience with two years administrative/leadership experience.

Receptionist/Data Clerk (Dental) – FT Regular (\$15.00 per hr.) – Responsible for reading chart notes and verifying provider note sign off. Transfer data from an electronic dental chart to RPMS (billing queue). Referrals are part of the receptionist duties and must be done in a timely and efficient manner. Greet patients with a friendly and positive attitude. Schedule appointments for Dentist and Hygienist. Prepare charts for upcoming appointments. Coordinates with providers and other staff to deliver accurate, efficient and timely patient treatment. **Minimum Requirements:** High School Diploma or GED, and one (1) to three (3) months related experience and/or training. **Must** possess a valid California Driver's License, current CPR Certificate or obtain within 60 days. **Open until filled.**

Medical Assistant – FT Regular (\$16.38 per hr.) – Provides administrative, clerical, and technical support to the physician. Under the direct supervision of the physician, performs basic clinical tasks and data management. Position is responsible for technically related patients care that is within the scope of practice for California Medical Assistants; takes direction from the report's information concerning patients to the provider or care manager to ensure efficient and effective patient care. **Minimum requirements:** High School Diploma or GED, with completion of a certified medical assistant program. **Must** possess a valid California Driver's License, current CPR Certificate or obtain within 60 days. **Opened until filled.**

2 Certified Data Entry Coder Technicians – FT -Regular (\$16.38 - \$20.00 per hr.) – The incumbent performs highly technical and specialized functions for K'ima: w Medical Center. The employee reviews, analyzes, and codes diagnostic and procedural information that determines Medicare, Medicaid, and private insurance payments. The primary function of this position is to perform ICD-10 CM, CPT, and HCPCS coding for reimbursement. The coding function is the primary source for data and information used in health care today, and promotes provider/patient continuity, accurate database information, and the ability to optimize

reimbursement. The coding function also ensures compliance with established coding guidelines, third party reimbursement policies, regulations and accreditation guidelines. **Minimum Requirements:** One (1) year certificate from college or technical school and a minimum of six (6) months related experience or equivalent combination of education and experience. Possess current CPR Certificate or obtain within 60 days. **Must** possess a valid California Driver's License. CCS, CCS-P or CPC certification preferred. **Open until filled.**

Billing Office Supervisor FT Regular Coordinates and supervises the overall functions of all KMC (i.e., Medical, Dental, Pharmacy, etc.) patient billing, cashiering, patient accounts file maintenance, and credit and collection of patient bills; reconciles accounts receivable balances to general ledger control accounts as directed; directs the implementation of administration/approved billing, and collection policies. Establishes annual department goals and provides overall direction regarding department priorities and standards. Bachelor's degree (B.S.) in Business or related field is preferred, from four-year college or university; however, experience in hospital patient accounting will be considered in lieu of college degree (5 years minimum experience); or equivalent combination of education and experience. Employee must have attended a medical terminology course. In the event the employee has not attended a medical terminology course employee will obtain within 1 year of employment.

Current CPR Certificate or obtain within 60days, **must** possess a Valid California Driver's License. **Open until filled.**

2 RN Care Managers – FT/Regular – Primary role is that of patient care coordinator for outpatient clinical service. Primary responsibilities are to assist in the overall management of K'ima: w Medical Center's high-risk patients, particularly those with chronic diseases. This is done through chart review and health/behavioral assessments to identify prevention, treatment, and intervention opportunities. Participates in patient and family education, provides leadership when working with medical staff, ancillary services, nursing staff, other provider, and other IPC team members to ensure comprehensive care is provided. **Minimum Requirements:** Nursing degree from an accredited school of nursing; Bachelor's degree preferred and one (1) to two (2) years related experience. Valid California R.N Licensure, current BLS, current ACLS Certification (must obtain within 6 months of hire), current PALS Certification (must obtain within 6 months of hire). **Open until filled.**

Patient Accounts Clerk I - FT /Regular Patient Account Clerk is responsible for accurate submission of all third-party claims. All claims must be submitted in accordance with the policy and procedure of the payer being billed in a timely manner. High school diploma or equivalent; must possess a valid CA driver license; and some previous experience working in a health setting such as in a clinic, hospital, long term care facility or home health agency required, 6 months or more preferred. **Open until filled.**

Patient Benefits-Registration Clerk – FT/Regular– Provide the highest level possible of customer service standards in patient check-in process, answering calls, scheduling appointments, identifying patient’s eligibility for alternate resources and assisting with any other needs. **Minimum Requirements:** High School Diploma or equivalent. Six (6) months to one (1) year of related experience or training OR equivalent combination of education and experience. Knowledge of RPMS, BPMS, and IHS-HER or a data base computer system, preferred but not required. Must possess a current CPR Certificate or obtain within 60 days. **Must** possess a valid California Driver’s License. **Open until filled.**

Coalition Coordinator -FT Regular This is a grant funded position by the California Department of Health to organize and coordinate the activities of the Niwho: n Community – Warriors for Change (Formerly – Hoopa Community Coalition on Substance Abuse). The Coalition Coordinator performs clerical and administrative functions, assisting the work of the Coalition, Board, Administration, Fiscal, Behavioral Health, Medical and other tribal partners. Functions include coordination and facilitation of meetings, report writing, communications, awareness and outreach, health promotions, and team-building to accomplish aims of the coalition. Position may be trained for other duties. A background in health promotion, social work, business, communications, and/or events organization helpful. High school diploma or equivalent; preference to applicants with background in health promotion, social work, business, communications, and/or events organization; previous employment in a confidential setting; CA driver license; at least three years of related experience; and, submission of three letters of recommendation. **Open until filled.**

Paramedic – FT Regular - Administers life support care to sick and injured persons in the pre-hospital setting as authorized and directed by Base Hospital Physician or MICN and NCEMS Protocols by performing the following duties. High school diploma or general education degree (GED); and a Paramedic license from the State of California. **Open until filled.**

EMT 1- FT Regular Administers basic life support (BLS) care to sick and injured persons in pre-hospital setting as authorized and directed by Base Hospital Physician, MICN or Paramedic by performing the following duties. High school diploma or general education degree (GED); and have obtained a passing grade for EMT I class and skills test. **Open until filled.**

Purchased Referred Care Clerk- FT Temporary -PRC clerks will receive training in the Referred Care Information System and contracted health services. Greet and ascertain client’s primary assistance needed prior to scheduling with social service staff, call and make appointments for patients based on KMC physician referrals, assist clients with required forms for various health and social services. **Open until filled.**

Director of Human Resources – FT Regular Responsible for the overall planning, organizing, implementing, and controlling of the human resources functions to promote effective and efficient utilization of personnel; ensures that each department's compliance with human resources policies and procedures is consistent throughout KMC; plans, coordinates, and administers policies, procedures, and programs that relate to all phases of human resources activities, including employee relations, compensations and benefits, training and development, and recruitment and employment. Minimum of a two year's college in Public Administration or related field or equivalent amount experience (minimum of 2 years' experience in Human Resource or Administration including employment labor relations, wage administration and supervisory experience) and education. **Open until filled. For the position of HR Director only, send Application and Resume to: COO@kimaw.org or call ext. 0288**

For an application, job description, and additional information, contact: K'ima:w Medical Center, Human Resources, PO Box 1288, Hoopa, CA, 95546 or call 530-625-4261 or email: apply@kimaw.org for a job description and application. Resume and CV are not accepted without a signed application.