

Medical/ Dental Clinic
36977 Park Avenue
Burney, CA 96013
(530) 335-3651
(800) 843-7447



Administrative Office
36977 Park Avenue
Burney, CA 96013
(530) 335-5090
Fax (530) 335-5241

EMPLOYMENT OPPORTUNITIES

Chief Operations Officer; Salary- \$105,940-\$144,743/DOE/annual salary exempt. Responsible for strategic objectives by planning, directing, monitoring, and evaluating of administrative and operational functions. Manages and handles the daily business operations of the PRHS, working closely with the CEO, department heads and supervisors to support the day-to-day activity of employees. This position will serve as second in command of PRHS operations; assuming administrative responsibility in the absence of the CEO. Must have a Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field, and five (5) years' experience administering Indian programs required, and ten years' management experience required and experience in administration of large government-funded programs required. Master's degree preferred.

DEADLINE: 10/30/2024

Primary Care Provider; Salary range- \$229,640-\$301,414 DOE/annual salary exempt. Salary range for Midlevel-\$127,580-\$167,455. This position provides high quality medical care by examining patients and determining the appropriate treatment plans illness or injuries. The incumbent conducts examinations, assesses and evaluates symptoms, determines conditions, and prescribes medical treatment or services. Location is Burney Clinic site. **DEADLINE: Open until filled**

Clinic Manager; Salary-Grade 11/12; \$72,553-\$101,453/annual salary exempt; The Clinic Manager is responsible for the daily operations of the clinic, ensuring that the health clinic facilities run smoothly and offer high quality healthcare to every patient it serves. Responsible for the coordination of efficient patient scheduling, oversight of Medical support staff, ensuring adequate staffing resources, management of inventory and supplies, participates in finance management of the Medical Dept, adherence to regulatory standards and maintaining policies and procedures. The Clinic Manager provides administrative support to the CMO, carrying out duties which directly support the office operations. Location is Burney Clinic site. Must have a bachelor's degree in health care administration, business administration or a related field. Master's degree in a related field preferred. Must have two (2) years of health care operations supervisory/management experience or three (3) years of progressive relevant clinic leadership experience. Location is Burney Clinic site. **DEADLINE: 01/24/2024**

Alturas Registered Dental Hygienist; Salary range- \$50.52-\$69.21 DOE/hourly non-exempt; An RDH will provide preventative dental care to PRHS patients and to plan and implement programs with the Dentist. Requires a comprehensive knowledge of oral hygiene care in outpatient settings. Knowledge of the principles and practice of child and adult dental hygiene and periodontal procedures is necessary. Must have a Registered Dental Hygienist License. Location is at XL Clinic in Alturas. **DEADLINE: Open until filled**

Alturas Escort Driver; Starting salary-Grade 4-\$16.95/hourly non-exempt. The Escort Driver provides transportation services to eligible patients in the surrounding areas. Will be required to travel out of town, occasional overnight stays and possible weekend trips. Must have a valid drivers license. One position is located at our XL Clinic site in Alturas. **DEADLINE: Open until filled.**

Enhanced Care Mgmt. (ECM) Coordinator; Starting salary-Grade 5 \$18.96/hourly non-exempt; The ECM Care Coordinator will assist with referrals, scheduling, and arranging patient transportation. The ECM Care Coordinator will assist the enhanced care management team with emergency room follow-ups by scheduling appointments with their primary care providers, and attend weekly case management meetings **DEADLINE: Open until filled**

Clinic Sterilization Technician; Salary starting at-Grade 5; \$18.96/hour non-exempt; Perform sterilization and dental receptionist duties and responsibilities. Assists Staff Dentist and staff Hygienist providers in the treatment of dental patients. Responsible for sterilization of tools and equipment and maintain an aseptic environment throughout the Dental Clinic in accordance with OSHA standards. Must be proficient with computers and providing customer service. Location is Burney, Burney Clinic site. **DEADLINE: 12/31/24**

Dental Receptionist; Salary-Grade 6; \$21.14/hour non-exempt; The Receptionist checks dental patients in and ensures patients are greeted and comfortable. The Receptionist is responsible for managing the daily patient schedule and subsequent daily production. **DEADLINE: 12/31/24**

Purchased and Referred Care Coordinator; Salary-starting at Grade 6; \$21.14/hour non-exempt; This position is responsible for determining patient eligibility for PRC based on Indian Health Service guidelines, maintain and implement PRC policies and procedures established by the Board of Directors, authorize and coordinate payment for services provided, submit cases to appropriate agencies for additional funding or reimbursement, prepare various reports as required. 12/31/24

Community Health Worker; Salary- Grade 5/6 \$18.96/hourly non-exempt. The Community Health Worker (CHW) works closely with medical providers, the Outreach Care Plan/Case Manager and team, primary care teams, and social services agencies to participate as a liaison connecting clients and their families in accessing/navigating services, preventive health services, assistance with referrals, with an overall goal to improve the health and general well-being of their clients and their families. Will require patient home visits to assist with patient needs, participation in community events, provide screening and assessment services. Must have a valid, clean drivers license. One position located in Alturas, Ca and one at the Burney Clinic site.

DEADLINE: 12/31/24

ALL POSITIONS: MUST PASS A DRUG SCREEN AND PRE-EMPLOYMENT BACKGROUND CHECK TO BE ELIGIBLE FOR EMPLOYMENT

BENEFITS INCLUDE FULL MEDICAL, DENTAL AND VISION COVERAGE. LIFE INSURANCE, AD&D, 403(B) RETIREMENT AND PAID LEAVE!

For more details or to apply contact Tammy Lameira, HR Assistant at t.lameira@pitriverhealthservice.org or Sophia Villarruel, HR Manager by email at sophiav@pitriverhealthservice.org