

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

Immediate Temporary Need: Intake Coordinator (Benefits not included): Salary range Grade 6; Starting at \$23.21/hourly non-exempt; Assist clients in obtaining various available resources such as Medi-Cal, Medicare, private insurance, Covered California, Disability or other social services. Register new patients, verify patient eligibility for clinical services and to inform patients of services available within the programs of PRHS. Responsible for all aspects indicated in the PRHS Intake Policy and Procedures document. High school diploma or GED required, with at least three years of medical business office or comparable experience. Must have Knowledge of alternate resources; Medi-Cal MediCare, Covered Ca and other alternate resource assistance programs. Must have Experience with Electronic Health Records management. Must have at least one year's experience working with these programs.

Location is at Burney clinic site. DEADLINE: Open until filled

Optometrist: Salary range Grade 1-4; \$190,967-\$234,207/annual salary exempt; The Optometrist serves as the lead licensed eye-care professional for PRHS, providing comprehensive optometric services to Tribal community members in a culturally respectful and patient-centered environment. As such, serves as the Department Head of the Optometry Program. Under the general direction of the Chief Operations Officer, and in close collaboration with the CEO and clinical leadership, the Optometrist is responsible for the management, control, and operation of optometry services at PRHS. The Optometrist provides full-scope primary eye care, oversees optometry clinic operations, ensures compliance with Tribal, federal, and professional standards, and leads quality improvement activities. This position is responsible for clinical care, program development, performance improvement, and supervision of optometry support staff. The Optometrist must obtain and maintain PRHS clinical privileges. Must have Doctor of Optometry (OD) degree from an ACOE-accredited program, completion of an accredited optometry residency preferred, passing score on NBEO examinations. Must have Current, full, unrestricted license to practice optometry in a U.S. state or territory, Therapeutic Pharmaceutical Agents (TPA) certification preferred or obtained within 12 months.

Location is at Burney Clinic site. DEADLINE: Open until filled

Primary Care Provider: Physician (MD, DO) Salary range Grade 1-4; \$236,366-\$310,242/annual salary exempt. Salary range for Midlevel (NP, FNP, PA) -\$131,318-\$172,360. This position provides high quality medical care by examining patients and determining the appropriate treatment plans for illness or injuries. The incumbent conducts examinations, assesses and evaluates symptoms, determines conditions, and prescribes medical treatment or services. Must be licensed to practice Medicine in any state of the U.S. as either a mid-level provider or physician; preferably Board Eligible/Certified in Family Medicine. Must also possess active Drug Enforcement Administration (DEA) certification. **Location is at Burney Clinic site. DEADLINE: Open until filled**

Therapist: Salary range Grade 1-4; \$97,224-\$125,386/annual salary exempt; The Behavioral Health Therapist provides therapy and psycho-educational services; documents clinical and other patient information and maintains a comprehensive treatment record; communicates verbally and in writing with referral sources, other team members, and treatment reviewers to promote and coordinate treatment; participates in practice development activities; meets clerical/administrative reporting requirements as needed for financial, risk management, and quality improvement activities; and performs other duties as needed. Therapy services are performed at several sites including Burney and Alturas Clinics and at school district campuses. Must be a licensed therapist (LCSW/LMFT) or registered intern (ACSW/AMFT) in the State of California.

Location is at Burney Clinic OR Bear Creek office in Alturas. DEADLINE: Open until filled

Compliance Officer: Salary range Grade 10/11; \$67,970-\$97,087/annual salary exempt; The Compliance Officer is responsible for developing, implementing, and overseeing the compliance program for Pit River Health Service (PRHS). Reporting directly to the Chief Executive Officer, this position ensures that PRHS operations adhere to applicable federal, and tribal laws, regulations, and policies, including those governing Indian Health Service (IHS), HIPAA, Medicare/Medi-Cal billing, tribal sovereignty, and PRHS own policies. The Compliance Officer serves as the primary resource for ethical guidance, regulatory monitoring, policy coordination, staff education, and risk mitigation, and promotes a culture of integrity, accountability, and transparency throughout the organization. Must have Bachelor's Degree in Healthcare Administration, Public Health, Business Administration, Law, or a closely related field preferred; equivalent qualifications may include: Four (4) years of full-time experience in healthcare administration, billing compliance, quality improvement, regulatory affairs, or comparable duties; A combination of college coursework (minimum 60 semester units) and relevant healthcare compliance or administrative experience totaling four (4) years; Completion of a recognized certificate program in healthcare compliance, healthcare administration, medical billing/coding, quality improvement, or a related field, plus at least two (2) years of relevant experience. Minimum of two (2) years of experience in healthcare administration, billing compliance, quality improvement, regulatory affairs, or a related field. Experience working in a tribal health program, Indian Health Service, FQHC, or similarly structured healthcare environment preferred.

Location is at Burney clinic site. DEADLINE: Open until filled

LVN/MA: Salary range Grade 7/8; \$24.18-\$34.81/hourly non-exempt; The Licensed Vocational Nurse/Medical Assistant (LVN/MA) primary function is to provide direct and indirect support to the clinician in the delivery of patient care. The (LVN/MA) prepares the exam room, chart and patients to be seen by the clinician and performs/ implements orders for diagnostic test. S/he accurately administers medications, including immunizations by all routes except IV. The (LVN/MA) is expected to consult frequently with the clinician regarding information given or actions taken. The (LVN/MA) maintains patient flow to ensure patient are seen in an orderly and timely manner. The (LVN/MA) perform and assist with procedures in accordance with the California Medical Board regulations for Licensed Vocational Nurses and Medical Assistants. Assigned other duties such as laboratory procedures, maintains medical supplies and maintain treatment rooms and equipment. Must have High school diploma or equivalent. Must be a Licensed Vocational Nurse. Must have Knowledge of nursing practices and medical assisting scope of practice and in the outpatient setting, and knowledge of sterile techniques and universal precautions. Must have exceptional customer service and phone etiquette. Location is at Burney Clinic site. DEADLINE: Open until filled

ECM Lead Care Manager: Salary range Grade 6/7; \$21.76-\$31.43/hourly non-exempt; The ECM Lead Care Manager's primary focus in managing whole person care for ECM patient case management. This includes facilitating access to a broad range of services including primary care, behavioral health, substance use treatment, housing support, and social services. Ensure management of services that are in alignment with CalAIM goals and Partnership HealthPlan of California (PHC) contractual requirements. The ECM Lead Care Manager reports directly to the ECM Supervisor. Must have high school diploma or equivalent. Minimum 3–5 years of experience in care management or care coordination as well as knowledge of CalAIM ECM program goals, requirements, and workflows. Experience working with individuals experiencing homelessness, serious mental illness, substance use disorder, or other complex health and social needs.

Location is at Burney clinic site with regular travel to Alturas AND Alturas Clinic site (1 for each location).

DEADLINE: Open until filled

Quality Improvement Assistant: Salary range 6/7; \$21.76-\$31.43/hourly non-exempt; The QI Assistant is responsible for assisting the QI Manager in creating, establishing, promoting, maintaining, and/or enhancing Quality Improvement systems throughout the departments of the clinic. Such activities include, but are not limited to, assisting the QI Manager on Quality Improvement training techniques, promoting teamwork and team effectiveness; monitoring program effectiveness; assisting in preparation for accreditation surveys; assisting and performing audits and studies; processing incidents and grievances; and maintaining an effective outcome-driven Quality Improvement Program. Minimum of one year of college in a Health Science or related field; previous experience in Quality Improvement or Health Science Field may offset degree requirement. Experience with AAAHC is preferred. One year previous and direct experience in the development, implementation, and/or maintenance of an ambulatory care QI program, or equivalent desired.

Location is at Burney Clinic site. DEADLINE: Open until filled

Billing Specialist: Salary range Grade 6/7; \$21.76-\$31.43/hourly non-exempt; This position is responsible for overall management of the billing process and implementation of the PRHS Third Party Billing Policies and Procedures. Staff will process or oversee processing of medical, dental and other insurance billing, set up all necessary provider credentialing, research and pursue unpaid claims, maintain current accounts receivable ledger of open accounts by posting the billing and daily deposits. Prepare, review and reconcile monthly and annual reports, maintain current list of billing fees and superbills, respond to all billing inquiries, prepare for annual audit and perform other fiscal duties as assigned. Must have high school diploma or GED certification, two years' experience with medical and dental billing procedures, knowledge of medical terminology and diagnosis coding. Location is at Burney Clinic site. DEADLINE: Open until filled

BH Office Manager/Receptionist: Salary range Grade 5/6; \$19.52-\$28.29/hourly non-exempt; The Behavioral Health Office Manager/Receptionist provides all reception and clerical support for the Behavioral Health Department, including but not limited to coordination of program activities in conjunction with the BH Director, coordinating client care services, management of procurement and inventory ordering processes, and oversees the provider and patient scheduling. The Office Manager/Receptionist functions as a team member with the Behavioral Health services staff and has a major responsibility for the day-to-day functioning of the Department. The Office Manager/Receptionist may also be involved in Grant activities including data gathering and service implementation. Must be a Graduate from High School or Equivalent, preferably AA in Business Administration. Must have a clean, valid Driver's License. Must be able to understand and relate effectively with the Native American community, in a group and on an individual setting. Must also have organizational skills and ability to maintain records and filing systems.

Location is at Burney Clinic site. DEADLINE: Open until filled

XL Sterilization Technician: Salary range Grade 5; \$19.52-\$25.37/hourly non-exempt; Provides all receptionist, administrative, clerical and sterilization support to the XL Dental Dept; including but not limited to ensuring the smooth workflow of the office, responsible for provider and patient scheduling, responsible for ordering supplies and carrying out all sterilization of Dental tools and equipment. Assist and perform duties and responsibilities as assigned by the Dental Director. Assists staff Dentist and staff Hygienist providers in the treatment of dental patients, as needed. Maintain an aseptic environment throughout the Dental Clinic in accordance with OSHA standards. Must have high school diploma or GED certification and must be customer service oriented. Location is at XL Clinic in Alturas. DEADLINE: Open until filled

Alturas Facilities Worker: Salary range Grade 4/5; \$17.45-\$25.37/hourly non-exempt; This position is integral to both XL and Bear Creek clinical sites. The Alturas Facilities Worker provides general housekeeping and maintenance services. Must possess valid Driver's license and no DUI within 5 years and no more than 2 DMV points on record. Must have a clean driving record, Driver's should have at least two years driving experience and be at least 18 years of age. Must have proven work history in a maintenance and/or housekeeping position. Must have knowledge of tools and equipment and be able to operate independently using manufacturers guidelines. Location is at Alturas Clinic site. DEADLINE: Open until filled

Fiscal Office Clerk: Salary range Grade 4/5; \$17.45-\$25.37/hourly non-exempt; This position is responsible for a variety of clerical tasks within the Fiscal Department. The incumbent coordinates PRHS' participation in the Medi-Cal Administrative Activities (MAA) program. In addition, facilitates billing of eligible transportation services to Partnership. This requires coordination with a variety of PRHS departments and staff whose work is eligible to be reimbursed by the MAA Program and/or Partnership. Reimbursable staff time and mileage must be documented to MAA/Partnership specifications, and quarterly invoices with supporting documentation must be submitted to the MAA clearinghouse agency. The incumbent also performs several basic accounting and fiscal tasks. This work will include maintaining spreadsheets, scanning, filing digital and paper documents, and other related tasks, as well as some work within the accounting software. The incumbent will provide fill-in support for other clerical positions as needed. Completes and assists with a wide variety of projects as assigned by supervisor. Must have high school diploma or equivalent GED certification, proficient in spelling, grammar, and reading comprehension. Experience in producing and maintaining written correspondence and documents. Proficient in using basic computer software programs including word processing and spreadsheet use. Knowledgeable in the use of standard office machines. Ability and

enthusiasm for learning technical skills on the job. Location is at Burney Clinic site. DEADLINE: Open until filled

ALL POSITIONS: MUST PASS A DRUG SCREEN (INCLUDING MARIJUANA) 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 Haylee Mantei, HR Recruiter at h.mantei@pitriverhealthservice.org